

Draft

HUMAN RESOURCE MANUAL

North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India
SIX MILE, G.S.ROAD, GUWAHATI-781022

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CHAPTER-I

1. Introduction & Guiding Principles of Human Resource Manual

Section (9) (ii) (e) of the Rules and Regulations of North East Livelihood Promotion Society (hereinafter referred as Society), states that the Executive Committee [EC] shall set HR policy including staff position and salary and incentive structure of the Society.

Accordingly, the draft HR policy of Society is attempted. The policy is developed on the following broad considerations.

- Keeping the objectives, vision, core values, strategies and desired goals of the Society in view,
- Attempting to balance the needs of the Society with the needs of the employees and the filled conditions.
- Considering the expectation of the Society from the employees vis-à-vis the expectation of the employee from the Society,
- Reviewing and analyzing the existing rules and regulation of the Government / other similar society like SERP, DPIP-II, BRLPS and RRLP.

1.1 Terms

In the HR policy the context implies (if otherwise not explained) ;

- (a) **Society** means North East Livelihood Promotion Society (NELPS).
- (b) **The Project** means North East Rural Livelihood Project being implemented with the assistance of World Bank.
- (c) **Executive Committee** means the Executive Committee of the Society.
- (d) **Government** means Government of India.
- (e) **Ministry** means Ministry of DoNER, Govt. of India.
- (f) **Chairperson** means the Chairperson of NELPS.
- (g) **Controlling Authority** means (i) in relation to the post of Project Director the Secretary, Ministry of DoNER and (ii) in relation to the other officers and staffs, the Project Director.
- (h) **Higher Authority** means the person to whom the employee directly reports in connection with day to day and regular official work.
- (i) **An employee on deputation** means an employee of any other organization including Central Government/ State Government/ Undertaking whose services are obtained by the Society on deputation.
- (j) **Employee** means any person serving the Society in any post with regular emoluments. It includes those appointed on Contract/ fixed term basis and on deputation.
- (k) **HR Manual** means HR Manual of North East Livelihood Promotion Society.
- (l) **Competent Authority** is the authority empowered to deal with specific functions prescribed by NELPS.

1.2 Contents of the Manual

The HRD manual lays the policy as well as related rules for the following:

- Society structure, roles & positions.
- Recruitment and selection of staff.
- Job descriptions.
- Staff contract policy.
- Remuneration and benefits.
- Leave.
- Travelling Entitlements.
- Communications
- Code of Conduct and Discipline
- Disciplinary control system.

1.3 Important considerations while preparing the HRD Manual

- Realizing the dearth of skilled human resources and fast changing work environment, NELPS reiterates the need to revisit and constantly renew its HRD manual to achieve its objective. Thus, the HR Manual would be a dynamic document subject to review and redesign with changing needs.
- The success of the document lies in it being accepted and owned by all. The manual does not claim to have laid rules for each and every situation; however it has tried to lay down the policies and the principles by which these rules could be evolved and be made part of the manual (if needed) in due course of time. Hence the manual should be treated as an evolving document.
- The HRD manual aims to nurture an environment where the human resources employed remain motivated to excel in their performance and contribute towards achieving the overall goals of NELPS. The manual proposes relevant policy frameworks aimed to attract and retain good human resources in the Society and provides them opportunities to learn, improve professional skills and develop an experience which will be valued across the development sector.
- The manual also acknowledges its staff as critical resource for the success of the Project, providing opportunities for enhancing learning through structured capacity building, field studies, exposure visits etc. It also provides opportunity to existing NELPS staff to compete for higher positions within Society.
- Continuing its focus on human resources, it proposes to provide a robust selection process which is transparent, and not only assesses knowledge and skill, but also the attitude of the person to explore whether s/he fits the profile of the job. To retain them, it provides challenging job profiles, invests in building the capacity of its staff, and a stable job security by contracting them for a longer period, subject to their overall performance.

- The remuneration and benefits package are proposed with consideration of meeting both present and future requirements of the staff. Hence this package includes HRA, EPF and Insurance Cover for a staff till s/he serves in the Society.
- NELPS expects its staff to be disciplined. Standard professional conduct and accountability is expected on part of each and every staff. The Manual treats as a serious offence, any financial irregularity, non adherence to the norms being laid down by the Society, any involvement in fraudulent or criminal activities and misappropriation of Society's asset and these are treated as reasons enough for discontinuation from the Society. Performance and discipline will be valued and given its due weightage.

CHAPTER-II

Society Structure, Roles and Positions

2.1. Regional Society

The Project would be implemented by a Registered Autonomous Society, **North East livelihood Promotion Society (NELPS)** under Ministry of DoNER, Govt of India with its regional headquarter at Guwahati. The Society shall be chaired by the Secretary, North Eastern Council. The Executive Committee of NELPS consists of 7 members with Secretary, NEC as the Chairperson, the Joint Secretary of Ministry of DoNER as the Vice Chairperson, the Project Director of NELPS as the Member Secretary and the notified Officers of the four Project States (Mizoram, Nagaland, Sikkim & Tripura) as the Members.

The World bank supported NERLP would be implemented by a separate Regional Project Management Unit (RPMU) headed by Project Director through establishment of 8 District Project Management Units (DPMU) and District teams that will manage field level implementation through Project Facilitation Teams (PFT). The Project implementation in each of the State will be supported by a State Coordinator.

2.2 Regional Project Management Unit (RPMU)

At the Regional level, the Regional Project Management Unit (RPMU) with Head quarters at Guwahati has been formed and is headed by the Project Director and staffed with a team of dedicated development professionals. The Project Director will be operational and managerial in charge of the Project and head the organization established at the district and block levels for implementing the project. The Project Director is assisted by various functional specialists who are positioned as Project Managers, Assistant Project Managers and Project Assistants, to oversee and manage the various functions within the Project. The Regional Project Management Unit will act as a controlling centre of all the district headquarters and will proactively work for designing policy, planning intervention and frame operational strategies for the Project.

2.3 Project Structure at District Level (DPMU)

There will be eight district units of the Society to be established as District Project Management Unit(DPMU). These units will be operational at district headquarters in Mizoram(Aizawl & Lunglei), Nagaland(Peren & Tuensang), Sikkim(Jorethang), Tripura(Agartala & Kailasahar). A District Project Manager will be appointed by the Society to head each of the district unit. The DPM will be supported by Functional Specialists to be placed as per the requirement of the project. The DPMU will be responsible for coordinating, implementing and managing project activities in their respective area.

2.4 Project Structure at Block level (PFT)

The Project Facilitation Teams (PFT) would be working at the cutting edge at the interface of the Project and the community. PFT is one of the most important units in the Project implementation.

All other institutional arrangements would help the PFT to work effectively and achieve the desired outcomes of the project.

The PFTs will operate at the block level and the block will be headed by a Block Project Coordinator (BPC) who will be responsible for managing all the project activities of the villages of the block. BPC will be supported by 3 Area coordinators (ACs) with 2 Community Coordinators under each Area Coordinator. The PFTs would be either directly recruited by the Project from open market or alternatively, the services of NGOs/ Panchayats/ Village councils would be taken up to set up the PFTs.

2.5 Organisation structure and Roles

2.5.1 Regional Project Management unit (RPMU)

- Implement the programme as per PIP and COM.
- Recruit, orient and train the project staff.
- Hire technical assistance and other people/agencies for specific purposes.
- Guide the district units to work in accordance with the spirit and principles of NERLP.
- Ensure speedy arrangement and disbursement of funds.
- Monitor the work being done in field.
- Establish norms for partnership with NGOs and other agencies.
- Ensure timely reporting of State level functionaries.
- Coordinate with World Bank, GoI and Project States for smooth functioning of the project.
- Redressal of grievances.
- Establish a platform for information exchange within the Project.
- Work with State Government for convergence with Government schemes.

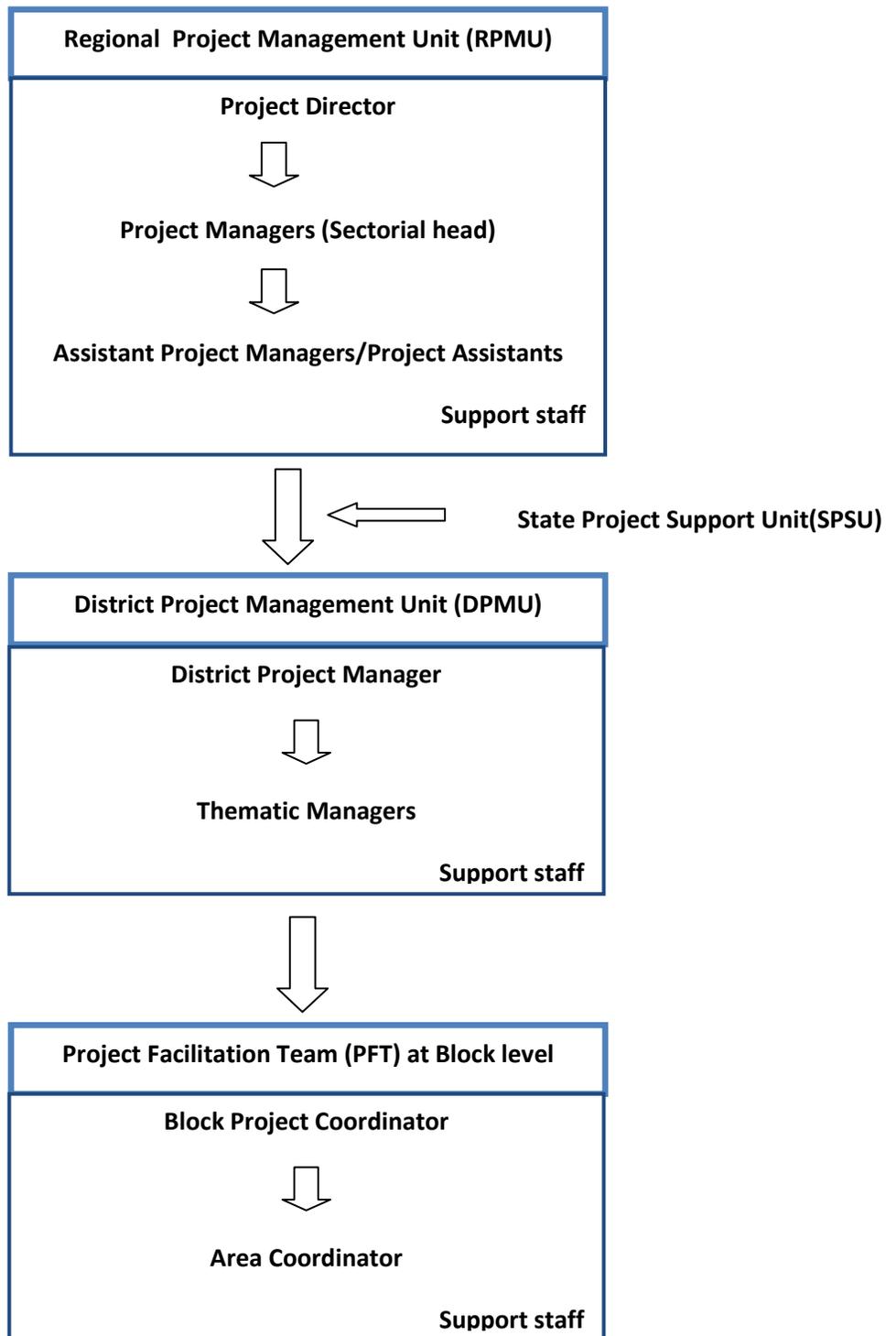
2.5.2 District Project Management Unit (DPMU)

- Administrative and guidance to PFTs.
- Prepare Annual District Plan.
- Coordination with State Coordinator, District Administration, concerned line dept, Government at the local level and Banks.
- Monitor the work being done in the field.
- Maintenance of records and MIS.
- Ensure speedy disbursement of funds, both for village level implementation, as well as for administrative purpose.
- Ensure need based training to Community Institutions, Community Service Providers and Project staff.
- Ensure timely reporting of district level activities to RPMU.
- Redressal of grievances.

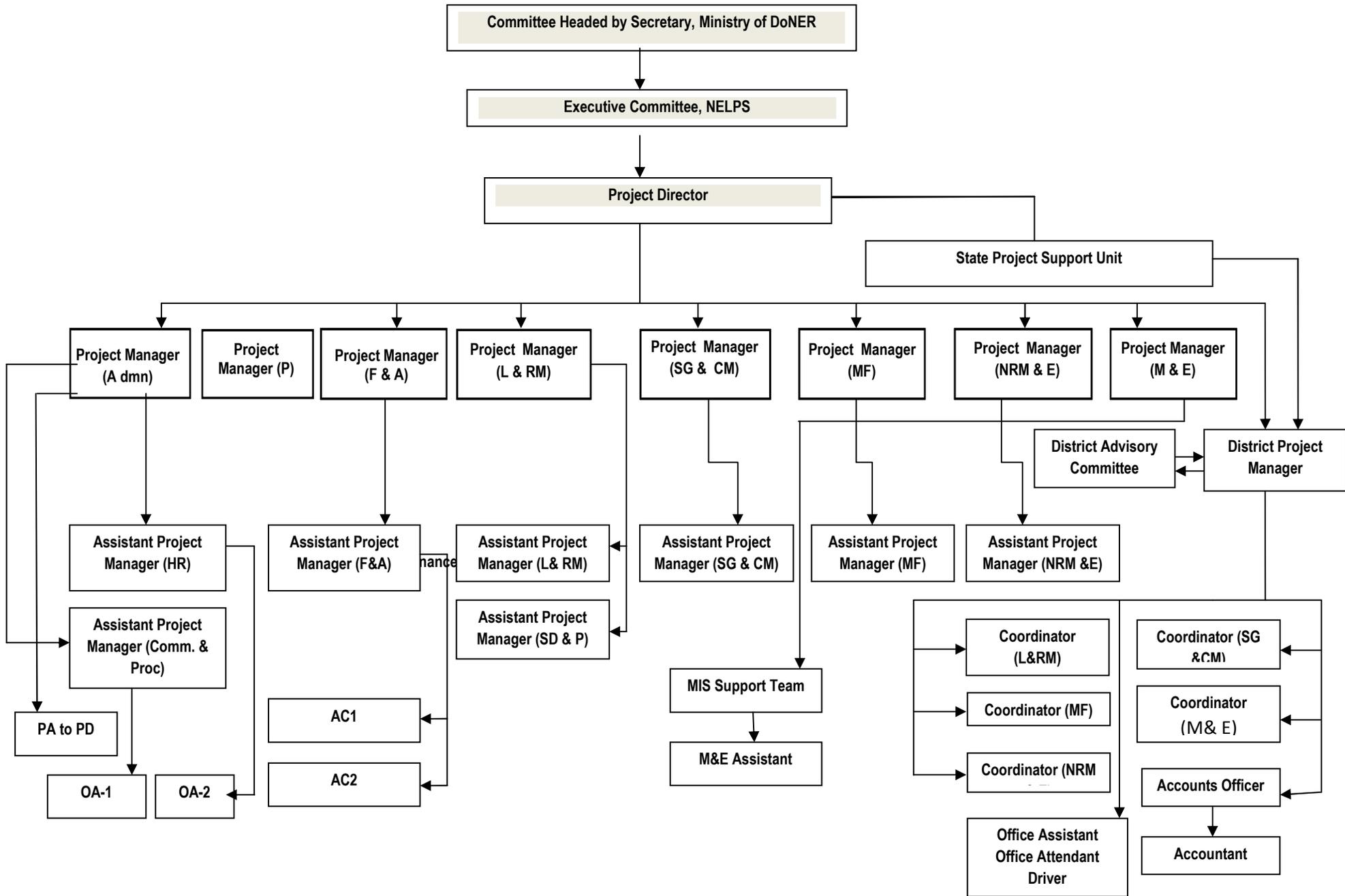
2.5.3 Project Facilitating Team (PFT)

- Village entry and mobilization in villages.
- Conducting PRA exercise - Social & Resource Mapping, Wealth Ranking. etc.
- Identification of existing Self Help Groups (SHGs) and other groups in the village.
- Formation of Community Development Groups (CDGs).
- Training and capacity building of CDG Executive Committee and Work and Oversight Committees.
- Sensitization for formation of SHGs.
- Capacity building of SHGs.
- Grading of SHGs and CDGs.
- Reviving and training of dormant SHGs.
- Formation of Youth Groups (YGs).
- Support to CDG for developing annual Community Development Plan and budget.
- Strengthening of SHGs and CDGs.
- Facilitation and support to CDGs and SHGs for implementation of activities.
- Identification and selection of Community Service Provider.
- Maintaining databank of youth seeking training and their placement.
- Arranging training of youth – linking with DPMU for the purpose.
- Sensitization of Primary Producers for federating in a Producer/Service Organizations /Associations.
- Support for formation of Producer/Service Organizations /Associations.
- Ensure timely reporting of PFT level activities.
- Coordinating with local authorities and banks.
- Marketing and linkage support to the community.
- Maintenance of records and MIS.
- Redressal of grievances.

2.6 Overview of the Organization



2.7 Society Organogram



2.8 Classification of Positions in the Society

For administrative and governance purposes different positions in the society are categorized as per following:

Categories	Position
Category-I	<ul style="list-style-type: none"> Project Manager/District Project Manager
Category-II	<ul style="list-style-type: none"> Assistant Project Manager/ Coordinators/ Accounts Officer/ Block Project Coordinator
Category-III	<ul style="list-style-type: none"> Area Coordinator, PA to PD, M& E Assistant/ MIS Operator/ MIS Assistant/ Accountant/ Accounts Assistant/ Sr. Office Assistant/ Office Assistant
Category-IV	<ul style="list-style-type: none"> Office Attendant / Driver

2.9 Reporting Structure

The reporting structure within the society will work as follows:

2.9.1 Regional Project Management Unit [RPMU]

S.No.	Positions	Reporting to
1	Project Manager, Administration	Project Director
2.	Project Manager (Finance and Accounts)	Project Director
3.	Project Manager, Livelihood and Rural Marketing	Project Director
4.	Project Manager, SG &CM	Project Director
5.	Project Manager, Monitoring and Evaluation	Project Director
6.	Project Manager, Microfinance	Project Director
7.	Project Manager, NRM and Environment	Project Director
8.	Project Manager, Procurement	Project Director
9.	Assistant Project Manager, Human Resource	Project Manager(A)
10.	Assistant Project Manager, Finance and Accounts	Project Manager(F&A)
11.	Assistant Project Manager, L & RM	Project Manager(L & RM)
12.	Assistant Project Manager, SD & P	Project Manager(L & RM)
13.	Assistant Project Manager, SG and CM	Project Manager(SG &CM)
14.	Assistant Project Manager, Microfinance	Project Manager(MF)
15.	Assistant Project Manager, NRM and Environment	Project Manager(NRM & E)
16.	Assistant Project Manager, Communication & Procurement	Project Manager(A)
17.	Project Assistant	Project Manager(A&P)
18.	Personal Assistant to Project Director	Project Director/PM(A)
19.	Accounts Clerk	Project Manager(F&A)
20.	Office Assistant	Project Manager(A)
21.	M & E Assistant (to be out sourced)	Project Manager, (M & E)
22.	Office Attendant	Project Manager(A)
23.	Driver	Project Manager(A)

2.9.2 District Project Management Unit (DPMU)

S.No.	Positions	Reporting to
1.	District Project Manager	Project Director
2.	Coordinator, Livelihood and Rural Marketing	District Project Manager
3.	Coordinator, Social Gender and Community Mobilisation	District Project Manager
4.	Coordinator, Monitoring and Evaluation	District Project Manager
5.	Coordinator, Microfinance	District Project Manager
6.	Coordinator, NRM and Environment	District Project Manager
7.	Accounts Officer	District Project Manager
8.	Accountant	Accounts Officer
9.	Office Assistant	Accounts Officer
10.	MIS Operator (to be outsourced)	Accounts Officer
11-	Office Attendant	Accounts Officer
12.	Driver	Accounts Officer

2.9.3 Project Facilitating Team at Block level

S.No.	Positions	Reporting to
1.	Block Project Coordinator	District Project Manager
2.	Area Coordinator	Block Project Coordinator
3.	Office Assistant	Block Project Coordinator
4.	Accountant	Block Project Coordinator
5.	MIS Assistant (to be outsourced)	Block Project Coordinator

CHAPTER-III

Recruitment & Selection of Staff

3.1 Purpose

The Society emphasizes on ensuring fair and proportionate staffing and a consistency of job descriptions across all categories and at all levels of employment. This policy outlines the staff position required for the society.

3.2 Policy

The Society will have the following staff in Regional Project Management Unit [RPMU], District Project Management Unit [DPMU] and Project Facilitating Team at Block level as shown below :

3.2.1 Regional Project Management Unit [RPMU], NERLP, Guwahati

Sl	Name of the Position	Number	Location
1	Project Director	1	Guwahati
2	Project Manager <ul style="list-style-type: none">• Social ,Gender and Community Mobilization• Livelihood & Rural Marketing• Administration• Procurement• Finance and Accounts• Monitoring & Evaluation• Microfinance• NRM and Environment	8	Guwahati
3	Assistant Project Manager <ul style="list-style-type: none">• Social, Gender and Community Mobilization• Livelihood & Rural Marketing• Skill Development & Placement• Human Resource• Communication & Procurement• Finance and Accounts• Microfinance• NRM and Environment	8	Guwahati
4	Project Assistant	1	Guwahati
5	Personal Assistant to PD	1	Guwahati
6	Office Assistant	2	Guwahati
7	Accounts Clerk	2	Guwahati
8	Office Attendant	2	Guwahati
9	M&E Assistant	1	Guwahati
10	Driver	1	Guwahati

3.2.2 State Project Management Unit [DPMU] For District Units:

SI No	Name of the posts	Number	Location Project state Head Quarters
1	State Coordinator	4	<ul style="list-style-type: none"> • Mizoram • Nagaland • Sikkim • Tripura

3.2.3 District Project Management Unit [DPMU] For District Units:

SI No	Name of the posts	Number	Location District Head Quarters of 8 Project Districts in
1	District Project Manager	2 2 2 2	Mizoram (Aizawl & Lunglei) Nagaland (Peren, Tuensang) Sikkim (Jorethang) Tripura (Agartala & Kailashar)
2	Coordinator <ul style="list-style-type: none"> • Livelihood and Rural Marketing • NRM & Environment • Social, Gender & Community Mobilization • Monitoring & Evaluation • Microfinance • Accounts Officer 	8 8 8 8 8 8	Mizoram (Aizawl & Lunglei) Nagaland (Peren, Tuensang) Sikkim (Jorethang, Gyalshing) Tripura (Agartala & Kailashar)
3	<ul style="list-style-type: none"> • Accountant • Sr. Office Assistant • Office Assistant • MIS Operator • Office Attendant • Driver 	8 8 8 8 16 8	Mizoram (Aizawl & Lunglei) Nagaland (Peren, Tuensang) Sikkim (Jorethang, Gyalshing) Tripura (Agartala & Kailashar)

3.2.4 Project Facilitating Team

Sl. No.	Posts	Number	Location
1.	Block Project Coordinator	58	58 Blocks of 8 Project Districts
2.	Area Coordinator	Max. 6 AC under one BPC	58 Blocks of 8 Project Districts
3.	Accountant	58	58 Blocks of 8 Project Districts

4.	MIS Assistant	58	58 Blocks of 8 Project Districts
5.	Office Assistant	58	58 Blocks of 8 Project Districts

3.3 Deputation of employees from the Government

On being selected, the appointment of employees from the Government Departments and other bodies of the State on deputation shall be in accordance Govt. of India as per the DoPT's O.M. No.2/29/91/Estt(Pay-II), dated. 5/1/1994. Once appointed, the deputed employee will be governed by the Rules and Regulations of the Society, to the extent that they are not in contradiction with the terms and conditions of the service of their parent department.

3.4 Appointment of persons on Contract

The authority to appoint positions in the society will be the Project Director.

Selection committee would be constituted for new recruitment. The candidates will be selected on the basis of seeking applications from open market followed by interview of shortlisted candidates. The selection process may include group discussions, thematic perception test, and skill of writing from position to position basis.

(A) Screening Committees for various positions under the Society.

(1) RPMU Staff & District Project Manager

- a) Project Manager(A&P)
- b) Project Manager(F&A)
- c) Project Manager(Sectoral)

(2) DPMU Staff.

- a) Project Manager(A&P)
- b) State Coordinator
- c) District Project Manager
- d) Project Manager(Sectoral)

(3) PFT Staff.

- a) District Project Manager or his/ her representative.
- b) Coordinator (Sectoral)
- c) Representative of RPMU.

(B) Selection Committees for selection of various positions under the Society.

RPMU Staff & District Project Managers

(a) Project Managers, Assistant Project Managers & District Project Managers:

- a) Secretary, NEC & Chairman, NELPS - Chairman
- b) Joint Secretary, DoNER - Member
- c) Project Director, NERLP - Member
- d) MD, NEDFI/State Nodal Officer - Member.

(b) Office Assistant/ Accounts Assistant/ MIS Assistant and other support staff

- a) Project Director, NERLP - Chairman
- b) Director, DoNER - Member.
- c) Representative from NEC - Member.

DPMU Staff

- a) Project Director, NERLP - Chairman
- b) Director, DoNER - Member.
- c) State Nodal Officer or his representative - Member.
- d) Deputy Commissioner's representative - Member

PFT Staff

- a) Block Development Officer (respective block) - Chairman
- b) District Project Manager - Member.
- c) Representative of State Department - Member.

3.5 System of Selection

The authority to appoint Project Director will be the Govt. of India. For appointment of all other positions under the Project, the Executive Committee authorizes the Project Director to recruit and select suitable individual either directly or through hiring with the help of a competent external HR Agency.

3.6 Selection Process

For selection of staff, the Project may utilize the present staff or seek the services of a qualified HR Agency. The selection of the agency should follow the procurement norms of the Project. For each position a set of minimum eligibility criteria would be defined beforehand based on which candidates would be shortlisted for the selection process. This would detail out the following

- a) Minimum Educational Qualification required
- b) Minimum years of Experience required
- c) Age limits (if any)

NELPS would relax the criteria of Years of experience giving weightage in the following cases

- a) If the candidate has been working with NELPS for more than one year, the experience of working with NELPS would be given weight age.
- b) If the candidate has graduated from a premier institution (e.g. IIM, IRMA, etc.) A list of premier institutions for which relaxation could be given would be drawn by Project Director as and when required.
- c) If a candidate has worked in reputed organizations, the experience of which would be an asset to NELPS. A list of premier organizations for which relaxation could be given would be drawn by Project Director from time to time.

In all the above cases, the minimum years of experience prescribed in the eligibility criteria for the position could be relaxed up to one year.

3.7 Having a formal mechanism of Selection

A Selection panel would be formally constituted and would have a prefixed date and place for selection. Clear, unambiguous and transparent criteria for selection or rejection of candidates should be placed. The panel members should be oriented on the interview process and techniques of observation/evaluation.

3.8 Advertisement

The Society shall advertise in at least three newspapers covering local, regional and national newspapers for recruitment of all Category-I, Category-II & Category-II. In case of Category-IV advertisement shall be published in local & regional newspapers.

3.9 Consultancy assignment

As and when the Society requires personnel with specific skills/ expertise in handling specific subjects/ special qualifications, such personnel should be contracted for a consultancy assignment following World Bank Procurement Norms.

3.10 Job descriptions

Purpose

The Society attempts to ensure that the descriptions of job is accurate, complies with the objectives of Society and provides coverage for the task required to carry out the work of the Society.

Policy

The job description should be prepared in such a manner that the strategic goals of the society can be met. Such descriptions should not only be brief but these should include tasks and responsibilities. These should also indicate qualifications and required experiences.

Changes to job descriptions if necessary may be made by the Project Director, NELPS.

Procedure

Keeping the purpose and policy in view, job descriptions have been prepared at **Annexure: III**

- The duration of contract of staff to be employed with Society will be for 3(three) years, which can be extended based on performance.
- Those appointed on contract shall be initially on probation for 6(six) months and on their successfully completing probation, will be retained for a period of three years including the period spent on probation.
- Those persons appointed fresh under the society will undergo
 - Medical fitness test.
 - Police verification.
 - Validation of documents submitted in the event of contract appointment.
- The probation will be assessed on the following parameters.
 - Performance on tasks given during the period of probation.
 - Task orientation & team work.
 - Communication & skill displayed.
 - Sensibility towards target population.
- A relieving certificate issued by the previous employer in case of persons working with any organization either Government Departments and other bodies of the State on deputation

3.11 Staff Contract Policy

Termination of Contract

Purpose :

This outlines the policy and procedures related to the termination of an employee.

Policy:

In all cases of termination, the Society shall follow the procedure of Govt. of India. The termination notice shall invariably state the reason for termination and circumstances prevailing at the time of issuing such notice. One month's notice for termination is necessary for all cases.

Procedure:

- The Project Director will make all reasonable efforts to ensure that all appropriate steps leading to termination of an employee have been taken.
- All termination decisions have to be confirmed by the Executive Committee.

Termination

The employment with NELPS may be terminated by the society or by employee, through a written notice as follows:

- One month notice from either side or one month's salary (gross) in lieu of Notice period.
- In case of termination during the probation period, 7 days notice from the employer and one month notice or one month's salary (gross) in lieu of notice period from the employee.
- Days in service will be calculated till the last day presence at Office.

Resignation

- An employee may resign from his post and the appointing authority shall be competent to accept or reject such resignation. The employee, who intends to resign, shall give at least one month notice.
- The acceptance of such resignation by the appointing authority shall take effect from the date of reliving, if he is on duty or from the date of communication, if he is on leave, or if the said authority so directs from the date of expiry of leave. Before actually relieving the employee, it should be ensured that the amounts due from the individual to NELPS are fully recovered.

Exit interview

In all cases of separation except for unfortunate death of an employee exit interviews should be conducted just before the release of employee by the two senior persons of NELPS. The purpose of the exercise would be gain critical feedback from the employee on areas which could be further improved within NELPS. Sample questionnaire can be seen at Annexure-II

CHAPTER-IV

Orientation and Training

4. Orientation and Training

Purpose

NELPS will provide orientation and training to all employees as per the requirement of job descriptions.

Policy

The Orientation and Training will be shaped keeping the following objectives in view:

1. Skill Up gradation
2. Capacity Building
3. Team Building
4. Leadership
5. Motivation
6. Sensitization

Procedure

The Society will arrange orientation/ training as per need by way of engaging experts, allowing the employees to attend training courses/ workshop / seminar inside and outside the country in reputed institutions and deputing the employees for exposure visits.

4.1 Job Evaluation

Purpose

The Society attempts to provide a fair and job evaluation for all the positions of the Society. Job evaluation determines the performance of a position in relation to demands and outputs of the role.

Policy

Different job evaluation committees will be formed for different categories of employees. The EC may constitute the committees. Based on such evaluation, the EC will take action in the interest of the Society.

Procedure

The Job Evaluation Committee will review job descriptions and performances of a particular employee. It will develop or change the procedures through which all jobs can be reviewed and assessed on a consistent basis. It will place its findings before the Chairman, NELPS. Job evaluation will be done on an yearly basis.

CHAPTER-V

Remuneration and Benefits

5. Remuneration and Benefits

Purpose:

The Society seeks to embody the values of justice and fairness for all its employees and will determine salary and benefits with those values as guiding principles.

Policy:

The salary and benefit policy attempts to:

- Attract and retain committed , competent and qualified employees ;
- Provide fair and equitable compensation to all employees by ensuring that salaries are internally equitable and externally competitive ;
- Reward years of experience and performance in a given job.
- All positions will be entitled to receive a salary as per designation.
- Changes may be possible to commensurate with the performance and experience.

5.1 Remuneration and benefits to staff on Deputation

For employees of Central Government/ Central PSUs etc (on deputation) the pay, allowances, HRA etc. will be paid as per the relevant Government rules. For State Government employees/ PSUs (on deputation), the corresponding Central Government pay scales and allowances will be admissible. However, the deputed employee will have the option to opt for Contractual pay / Project Pay. For Retired Government Officials, the pay will be fixed as per the Central Government Rules.

5.2 Remuneration and benefits to staff on Contract Engagement

Individuals appointed on contractual basis will be paid a consolidated fixed amount as per the position per month. HRA for outstation candidates can be considered. The following salary and benefits are proposed:-

SI No	Position	Deputation	Contractual pay
1	PM	Corresponding Central Government pay scale and allowances	Rs 40,000/-
2	DPM	Corresponding Central Government pay scale and allowances	Rs 28,000/-
3	APM	Corresponding Central Government pay scale and allowances	Rs 20,000/-
4	Accounts Officer, Coordinator	N/A	Rs 20,000/-
5	Project Assistant, Accountants,	N/A	Rs 18,000/- Rs. 18,000/-

	PA to PD Accounts clerk Office Assistant		Rs.18,000/- Rs.20,000/ Rs.20,000/-
6	Drivers Office Attendant	N/A	Up to Rs.8000/- Up to Rs.6000/-

5.3 Incentives and Benefit packages

In exercise of the power conferred upon the EC vide section no.(9) (II)(e) of the Rules and Regulations of the Society, the EC may set following incentives for the staff to insert more professionalism and in the interest of enhancement of skill and qualities of the staff.

i) Medical & Accident Insurance

NELPS aims to develop a Policy which cares for the employee. This plays a critical role in building the image of a caring employer. Thus apart from salary NELPS would also extend the following benefits to its entire staff.

The Officers & Staff may be brought under Group Accident Insurance Scheme of a Nationalized Insurance Company. The Officers on deputation to the Society have the benefit to opt for existing Govt. of India Rules or the Project medical facilities as under:

Sl No	Category	Group Insurance Maximum coverage
1	Category-I	Rs.5,00,000 and GAI
2	Category-II	Rs.3,00,000 and GAI
3	Category-III	Rs.2,00,000 and GAI
4	Category-IV	Rs.1,00,000 and GAI

GAI- Group Accident Insurance

Re-imbursalment of medical expenses incurred for outdoor medical treatment and consequential expenses due to investigation family members may be considered. The Project Director may be authorized to approve reimbursement of medical expenses including family members.

Support to staff in case of crisis arising while on duty.

In case of any unforeseen accident involving the staff while on duty, the Project will provide all possible help and support to employee concerned.

ii) Internet Facilities

It will be prudent to provide Laptop to the Officers and provide Internet connection with Data Card by fixing the monthly limit of usage on a case to case basis with an allowance of Rs.750/- per month to avail the uninterrupted internet facility.

iii) Mobile Phone & Mobile Phone Allowance

To maintain an uninterrupted communication network among the officers especially when they visit the States and project villages, the Project Manager level Officers may be provided with a mobile phone set costing not more than Rs.5,000/- along with mobile phone allowance @ Rs 1000/- per month.

iv) Learning Opportunities for Staff:

NELPS would create opportunities to build the capacity of its staff by sending them for exposure visits to other successful Projects, by organizing training programmes etc.

v) Performance linked Incentive

Maximum of upto 15% depending upon the performance as measured by the Appraisal System-system to be developed. The percentage fixed can be increased or decreased later on.

vi) Other Allowances

Any other allowances that may be allowed by the Executive Committee of NELPS, will be applicable to all the Officers and staff of NELPS.

CHAPTER-VI

Leave & Travel Rules

6. Leave & Travel Rules

Purpose :

The Society is committed to support its employees in their work and family life. The Society recognizes the unique situation brought about by pregnancy, parenthood, illness by providing leave to the concerned employees.

Policy:

Though the leave cannot be claimed as a matter of right on the part of the individual employee, the following leaves will be admissible to the staff and details including procedure will be incorporated in the Service Rules and regulations.

6.1 Leave Entitlement

All staff shall be entitled to following number of days leave with pay for a calendar year, subject to the provisions under each category of leave. These leaves are over and above the holidays declared as per the Government of India.

6.2 Casual Leave:

Casual Leave is such kind of leave where an employee is not treated as on duty. Employees are entitled to 8 [eight] days of casual leave per calendar year. Casual leave lapses at the end of each calendar year and cannot be carried forward or used for encashment.

6.3 Earned Leave:

Credit for earned leave will be afforded in advance at a uniform rate of 15[fifteen days] on the 1st of January and 1st of July every year after completion of one year. Earned leave can be accumulated up to 100 days for the entire duration of the Project.

6.4 Maternity Leave:

All pregnant woman who have worked for the society for more than 6 [six] months are entitled for maternity leave for 90 consecutive days with pay upon production of a medical certificate(maximum of 2 children) signed by a doctor of Govt. Medical Hospital or Registered Medical Practitioner having MCI Registration Number.

6.5 Paternity Leave:

Paternity leave shall be admissible to all natural and adoptive fathers who have worked for the Society for more than 6 [six] months. They are entitled for leave for 15 [fifteen] consecutive days.

- For Maternity / Paternity leave, employees must give at least 3 months advance notice from the date of commencement of leave. This notice may be waived of in the event of pregnancy complications, premature birth or sudden adoption of an adoptive child.
- Employees may change the date in the event of any changed situation subject to approval of the Project Director.
- The employee will return to the same position when reporting back to work.
- Employees who resign for reason of pregnancy must inform the Project Director in advance by at least one month.

6.6 Absence without Leave

- An employee shall not absent herself/himself from duty, without prior approval except under medical emergencies. Even in such cases, intimation about absence shall be sent at the earliest.
- If an employee is absent without intimation to his superior officer for more than five days and s/he does not report for duties, shall be deemed to have vacated his post. In extreme cases, the Project Director could decide whether the staff should be allowed to join back.

6.7 Conditions of Admissibility of Leave.

- Leave shall be granted for all working days involved. Any Sunday/Holiday which may fall during the leave period (except in case of EL) may not be counted as leave.
- An application for leave must normally reach the office of the authority granting leave at least three working days before the date from which the leave is to be commenced.
- The EL cannot be availed in anticipation of approval by the competent authority. The employee will avail EL only if it is approved on or before the date of leave. Any special consideration related to EL will only be done by Project Director.
- Leave will not be normally granted for more than 15 days (excluding non-working days) in one spell. Project Director at her/his discretion may sanction leave in excess of 15 days in event of any emergency.
- Merger of two different types of leaves will not be permissible except in case of maternity leave or by approval of Project Director.
- Casual Leave may be taken in terms of half day, for either the first or second half; the first half ending with conclusion of lunch interval and the second half beginning with the commencement of lunch interval.

- Earned Leave (EL) will be taken for a minimum of three days. Only upon exhaustion of CL, EL can be taken for less than 3 days. A written application should be submitted at least seven days before the date from which leave is requested.
- Extension of leave already granted shall not normally be allowed. Project Director at her/his discretion may grant extension in event of any emergency.
- In case of non-compliance to any of the above norms, the Project Director shall have the full authority to treat the whole period of leave as leave without pay.

6.8 **Retirement & other benefits**

Provident Fund

All employees shall be entitled to the benefits of the Contributory Provident Fund as per Provident Fund Act.

Pension

Pension shall not be payable to the employees of the Society. However, the Society shall pay the pension contribution in respect of persons on deputation depending upon the option exercised by the employees.

6.9 **Travelling Entitlements & Allowance**

Since the employees of NELPS will have to travel extensively for the success of the Project, an elaborate package of Traveling Allowance is necessary. The following rates has been allowed by the Executive Committee.

Travel Entitlements:

Reimbursement of travel expenses for purchase of tickets for air, rail, and road journey will be made as per actual costs. PM, DPM and APM level officers shall be entitled to travel by air in Economy Class (Apex fare) & AC-III /AC-Chair car for rail journey. Other members of the staff may travel by air in economy class (Apex fare) and in AC three tier by rail under exceptional circumstances with prior approval of the Project Director.

Category	All Metro Cities		All State capitals		Other towns	
PD	As per the Rules of Govt. of India.					
PM	2500*	1200	2000*	1000	1500*	700
DPM & APM	2000*	1000	1500*	800	1000*	500
Others	--	--	1000*	500	700*	400

* Subject to submission of Hotel Bills.

A lump-sum of Rs 500/- per day for overnight stay in project villages shall be payable for the Officers while Rs 250/- for others shall be payable subject to a maximum of ten [10] days per month.

Daily Allowance (Food Allowance):

Daily allowance as per the following rates to all officers & staff of NERLP to cover expenses towards food & other incidentals will be applicable as per the following table.

Sl. No	Category	All Metro Cities	State capitals/others
1	Project Manager/ District Project Manager	400	300
2	Assistant Project Manager, Coordinators, Accounts/Officer, Block Project Coordinator.	300	250
3	Area Coordinator, PA to PD, M & E Assistant, MIS Operator, MIS Assistant, Accountant, Accounts Assistant, Sr. Office Assistant/ Office Assistant.	300	250
4	Driver, Office Attendant	300	250

6.10 Reimbursement of Conveyance Charges:

An employee will also be entitled for reimbursement of actual conveyance charges for journeys between railway station/bus stand/airport and residence/place of stay either at Headquarters or tour stations and other official journeys performed by road at tour stations through means of conveyance other than Society's transport.

Advance:

- An employee proceeding on official tours may be granted an advance to meet the expenses towards travelling allowance as per his entitlement to the tune of 90% of the anticipated fares for journey(s) and anticipated amount towards daily allowance and conveyance charges for a reasonable duration not exceeding 28 days at one time. The request for advance should be made on the prescribed form, duly countersigned by the Controlling Officer.
- An account of advance under this rule shall be rendered by the employee immediately after completion of the journey and in no case later than 30 (thirty) days from the date of completion of return journey, wherever applicable.
- An employee shall not be granted an advance towards travelling allowance under these rules, if he has failed to render the account of advance(s) earlier drawn by him except with the approval of Controlling Officer in each case.
- In case of failure to produce the documentary evidence/account of advance as required, the advance sanctioned shall be recovered from the employee's salary and/or otherwise.

Claim:

- Claims for reimbursement of travelling allowance in all applicable cases will be entertained only on completion of the return journey, wherever applicable.

- Claims for reimbursement of journey fare must be supported with adequate proof of the amount of expenditure incurred such as ticket number/money receipt/ticket folder (in case of air journey).
- All claims for journeys undertaken under these rules should be preferred in the prescribed proforma, within the time limit of 30 (thirty) days as prescribed duly countersigned by the Controlling Officer/supervising authority.

GENERAL

- Unless otherwise specified, relaxations of any nature as provided under these rules can be approved by the Project Director, in respect of self-controlling Officers, if any.
- All claims for travelling allowance/local travelling expenditure under these rules are to be preferred with respect to the material facts as regards pay existing at the time when the journeys were undertaken.
- Under no circumstances, arrears payment/recovery will be made/effectuated due to increase/decrease in pay for any reason whatsoever subsequent to the submission of claims.
- The Project Director is empowered to make amendments to these rules which involve changes of a minor nature. In case of any doubt in regard to interpretation of any of the provisions of these rules, the matter will be referred to Project Director whose decision shall be final.
- The travel claim shall be verified by the controlling officer/supervising authority before submission to accounts for reimbursement/ settlement of travel advance. The claim form once verified and signed, has to be accepted by the accounts. In case of any discrepancy, the accounts shall seek explanation and clarify its reservations from the concerned employee within a maximum of seven working days.
- Any unspent advances will be settled within fifteen working days, or along with the submission of the travel bills to accounts. The accounts should issue a receipt of the amount received.

6.11 Working hours & Holidays

- The Working hours of this Society shall be from 9-30 hours to 17-30 hours and second Saturday of the month will be holiday with weekly off on Sunday. However, it is expected that staff may work for more than prescribed time due to nature of work at hand in the project. Lunch interval for an employee shall be from 1:30 to 2:00 pm.
- Employees are entitled to holidays as determined by Govt. of India in accordance with the decision taken by the Regional Central Govt. Welfare coordination Committee. Holidays are granted with pay and allowances.

- The Project Director may declare 2[two] days in a year as local holidays in addition to above for RPMU or DPMU in order to facilitate the employees to celebrate any major local festivals.

CHAPTER-VII

Communications

7.1 Disclosure of Information

- An employee of the NELPS shall not, except in the proper course of his duties, whether of a general nature or special nature, divulge to any unauthorized persons or body any information relating to administration, programme of work, experiment or any other information concerning the business or finance of NELPS.
- No employee of NELPS shall be in possession of any minute or document circulated within the Society for any purpose other than those conveyed to him/her for his/her information, compliance or action.
- An employee is prohibited from making use of any unpublished or confidential information made known to him in the normal course of his work within the Society for any purpose other than his normal duties.
- An employee shall obtain prior approval from the Project Director in writing for any publication of any book or article or any other work, subject matter of which is connected to the official functions of the Society.
- An employee shall not release any information to media and/or be involved in any interview with media without explicit approval of the Project Director of the Society.

7.2 Relationship with outside organizations

- An employee shall not engage in any outside occupation which is likely to affect the proper discharge of his duties as an employee of the Society.
- No employee may be actively associated with the management of, or hold a financial interest in any business concern, if it were possible for him to benefit from such association or financial interest by reason of his employment in the Society.
- An employee shall not accept any favour or a gift for any services rendered by him on behalf of the Society without explicit approval of the Project Director.

7.3 Channel of Communication

- Reports or any submissions to the senior management or to outside parties for official business should be made through the immediate supervisory officer unless explicit approval has been obtained from the Project Director to deviate from the normal channel.
- Correspondence must follow the norms and standards as laid down.

7.4 Letters

- All letters received must be marked when received with a date and time stamp by the reception.
- Official letters/communication from NELPS may be done by the Project Director or the nominated officers only. If any other member of staff needs to issue a letter/fax, the relevant officer should initial these communiqués on the office copy, before it is sent out. A minimum of one copy needs to be kept in the Office File.
- Signatory – All letters must be approved/ signed by the relevant Authorized personnel.

7.5 Faxes

- All faxes should be replied (if warranted) within 24 hours of receipt.
- Outgoing faxes should be filed in the relevant project file together with the sending Receipt
- Once a fax is sent, a delivery notice must be attached to the original Fax (or copy if the original is sent by post) and then filed in a folder.

7.6 E-mail

- All e-mail should be acknowledged within the course of the business day, if received within normal business hours. If e-mail is received after working hours, this is deemed to have been received the next working day.
- Staffs are requested to use the Auto reply function when out of the office for a length of time that would prevent adherence to the policy (i.e. training days, leave etc.). Alternatively, staff should allow access to their inboxes to other staff member for review and supervision.
- All important e-mails (e.g. those which announce change in rules/ policies, grant/seek approval or authorizes action in anyway), should be printed and filed.
- Signature must be added in the format as given in standard e mail signatory

CHAPTER-VIII

Code of Conduct and Discipline

8.1 Introduction

The Society expects that the employees will not only act but also be seen to act by way of following code of conduct. The code of conduct includes standards for professional behavior, conflict of interest, privacy, political and media relations.

8.2 Policy:

- All employees at NELPS shall live up to the highest standards of conduct, accountability, and performance and shall maintain absolute integrity, discipline, impartiality and sense of ownership. S/he will behave in a disciplined manner in all our interactions with colleagues and outsiders.
- Every employee of the NELPS shall have strong faith in the capacities of poorest of the poor and poor, commitment to work, honesty, sincerity, truthfulness, integrity, transparency and committed to the development of poor communities especially deprived communities.
- Every employee shall treat his fellow employees, members and staff of Community Organisations courteously and respectfully.
- No employee shall behave in a manner which is unbecoming of such employee or derogatory to the prestige of the NELPS or which will place her/his official position under any kind of embarrassment.
- Every employee holding a superior post shall take all possible steps to ensure the integrity and devotion of duty of all employees for time being under her/his control and authority.
- Prohibition of sexual harassment of working women: No employee shall in performance of her/his official duties act in a discourteous and discriminate manner or indulge in sexual harassment with any woman at work either directly or by implication.
- **Demonstrations and strikes**
 - i) No employee shall engage himself or participate in any demonstrations which is prejudicial to the interests of the sovereignty and integrity of India, security of the state, friendly relations with foreign states, public order, decency or morality or which involves contempt of the court, defamation or incitement to an offence.
 - ii) No employee shall participate in any strike or similar activities or incitement thereto.
 - a. Absence from duty or work without permission.
 - b. Neglect of duty with the object of compelling any superior officer, or Community Based Organisation to take or omit to take any official action.
 - c. Any demonstration fast like 'hunger strike' with the object mentioned in item (b)
 - d. Concerted or organized refusal on the part of the employees to receive their pay.

e. Pen down strike or any form of non-cooperation.

- **Observance of Secrecy**

No employee shall divulge directly or indirectly any official document or any official Information or records of confidential nature either to a member of the public or any outside agency or to any other employee who is not authorized to receive the same or to any non-official person or the press.

- **Seeking to Influence**

- No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to employment under NELPS.
- No employee shall interfere in Community Organisations decision making process and influence/compel them to take decisions in favour of his/her personal interest.
- No employee shall influence/compel Community Organisations to take decisions in favour of influential people.

- **Absence from duty**

- No employee shall absent himself from his duty or be late in attending office or leave the station without having first obtained the permission of the competent authority.
- Provided that in the case of unavoidable circumstances where availing of prior permission is not possible or is difficult, such permission may be obtained later subject to the satisfaction of the competent authority that such a permission could have been obtained.

- **Taking up outside employment**

- No employee shall engage her/himself directly or indirectly in any trade or business or undertake any employment for remuneration without sanction of NELPS.
- Honorary work of social or charitable nature, work of literary, artistic or scientific, professional, cultural, educational, religious or social character can be taken up provided it does not interfere with his/her official duties.

- **Acceptance of gifts :**

- No employee shall accept or permit any member of her/his family to accept, from any person any gift, the receipt of which, or any service the performance of which, will place the employee under any kind of official obligation or embarrassment in performing his/her duties in relation to any person.
- If any question arises whether the receipt of a gift or the performance of a service places the employee of the NELPS under any kind of official obligation or embarrassment, the decision of the Project Director shall be final.

- c. No employee shall ask for, or accept or in any way participate in raising of, any subscriptions or other pecuniary assistance in pursuance of any object whatsoever, without previous sanction of the Project Director of the NELPS.

- **Giving Evidence**

No Employee shall give evidence in connection with any inquiry conducted by any Committee, Commission or other Authority except with the previous permission of the Project Director.

- **Contribution to News papers, Radio etc.**

- a. No employee shall communicate directly or indirectly any official document or any of its contents or any official information to any employee or any other person not authorized (except persons requested as per the Right to Information Act) to receive such document or information.
- b. No employee shall participate in radio broad cast or drama or any tele-serial or feature film or contribute any article or write any letter in his own name or anonymously, pseudonymously or in the name of any other person, to any newspaper or periodical, without previous sanction of the Project Director.
- c. Provided that no such sanction is necessary if such broadcast, or drama or any tele-serial or feature film or article or letter is of a purely literary, artistic, or scientific character, or if such broadcast relates to a talk arranged under the general or special order of Project Director NELPS and the employee may accept the remuneration prescribed for such broadcasts, dramas, or tele-serials, or feature film, or articles or letter.

- **Taking part in politics and elections:**

- a. No Employee shall be a member of, or be otherwise associated with any political party or any organization in respect of which there is slightest reason to think that the organization has a political aspect and takes part in politics, nor shall he participate in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- b. It shall be the duty of every Employee of the NELPS to endeavor to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the State, being prejudicial to national security; and where an employee is unable to prevent a member of his/her family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Project Director.
- c. No Employee shall canvass or otherwise interfere or use his/her influence, in connection with, or take part in, an election to Parliament or any House of a State Legislative or any local authority or body.

- **Criticism against NELPS**

- No employee shall criticize the activities of the NELPS
- A breach of any of the provisions of these conditions shall be deemed to constitute misconduct punishable under Disciplinary control system.

CHAPTER-IX

Disciplinary control system

9.1 Introduction

- Disciplinary action is warranted only in a situation wherein an employee commits any act of misconduct. The objective of a disciplinary action is to inform the employee the type of behavior desired. This is also expected to act as a deterrent for others.
- All lapses, acts of misconduct, fraud, neglect of duty, indiscipline , discourtesy, insubordination, general inefficiency and contravention of any official instructions or directions already issued or that may be issued from time to time can therefore be dealt with disciplinary action.
- Misconduct is an act which is inconsistent with the fulfillment of expressed or implied conditions of service. It has a material bearing on the smooth and efficient working of the Society or which is otherwise considered a criminal act by te law of the country.
- An act of misconduct can be broadly classified into :
 - a. Minor acts of misconduct- acts of misconduct which are not of a serious nature.
 - b. Major acts of misconduct- acts of misconduct which are of a serious nature.

9.2 Action by Authorised Officers

- The power of dismissal and disciplinary control of employees of NELPS is vested with the Executive Committee. NELPS may delegate its disciplinary powers to the Project Director.

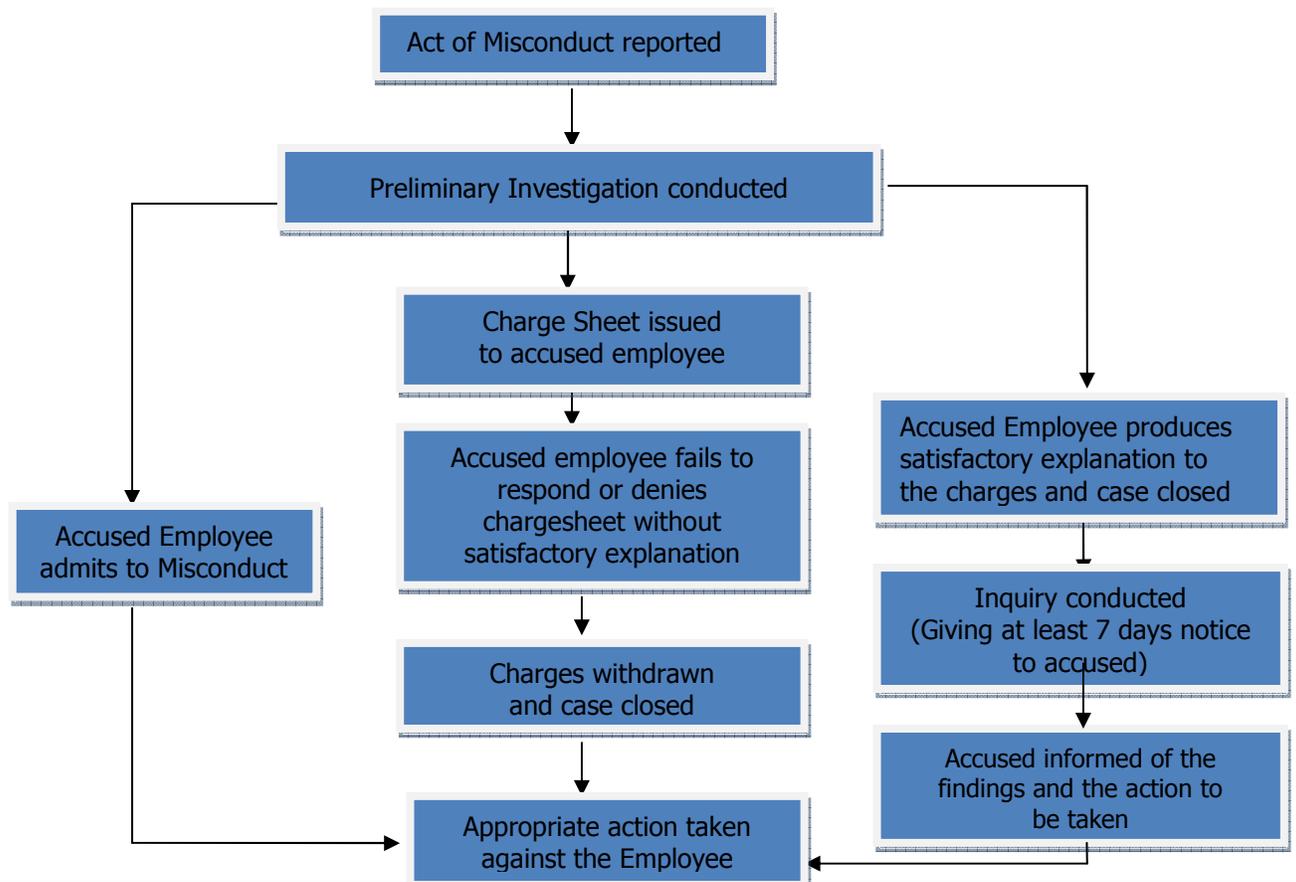
In the case of minor acts of misconduct

- a. The employee may be cautioned verbally and an entry made in his/her personal record.
 - b. If the offence requires more than a verbal caution, the authorized official may call upon the concerned employee to furnish her explanation in writing and caution or advice.
- In the case of major acts of misconduct, where the Society considers the interest of the Society is adversely affected, the employee would be relieved of his/her duties without any notice once he/she is found guilty of it.
 - Where disciplinary action is contempt against a staff of the Society, a preliminary investigation would be conducted to ascertain the facts fully and collect necessary evidence in the act of misconduct. Preliminary investigation officer shall not be below the rank of the accused officer. The Project Director will appoint the preliminary investigation officer in all cases where the accused officer is below his/her rank.
 - Such preliminary investigation can either take the form of asking witnesses to furnish their own written statements or of a person in authority recording their statements and having them signed by witness in question.

- On receipt of preliminary investigation report, if the Project Director is in the opinion that prima facie evidence exists against the employee and that is sufficiently serious to warrant dismissal, then s/he may be asked to proceed on leave without pay.
- If a prima-face case against the staff is disclosed in such a preliminary investigation he or she will be issued a charge sheet. The accused officer is expected to reply to the charge sheet within a stipulated period (one week). If s/he fails to submit an explanation to the charge sheet within that period, it will be deemed that s/he has no explanation to offer and action will be taken accordingly.

The disciplinary order made by the Disciplinary Authority should contain

- Whether the Officer is guilty of each charge and
- Punishment imposed in respect of charges of which the accused officer is found guilty.
- All acts of misconduct or lapses by employees should be brought to the notice of the relevant authority as soon as possible by the officer holding supervisory or administrative authority over the employee or officer concerned.
- Failure to report such instances by Officers holding supervisory or administrative authority also amounts to misconduct calling for disciplinary action against the staff holding supervisory and or administrative authority over the concerned staff.
- Sequence of actions for conducting a disciplinary process is given below.



Agreement of Contract Appointment

This agreement is made on _____ BETWEEN North East Livelihood Promotion Society (herein after referred to as Society), Ministry of DoNER, Govt. of India, House No. 2, Near Nayantara Super Market, Six Mile, G.S. Road, Guwahati- 781022 (Assam)

AND

Ms/Mr. S/o., D/o., W/o. (Herein referred to as employee), aged about
.....and residing at..... (Address)

WHEREAS

NELPS has selected Mr/Ms..... her/ his services through an approved selection process by Executive Committee of NELPS.

NOW THEREFORE THE PARTIES HEREBY AGREE AS FOLLOWS:

1. The Society hereby engages the employee to render his/her services, as _____ (name of position) as entrusted by its Project Director or any other officer authorized by the Project Director from time to time.
2. The employee would be assigned for the North East Rural Livelihood Project being implemented by the Society. In the event of the project being transferred to any other Society or the Project at a later date, the services of the employee would transfer to the said Society or the Project.
3. The appointment of the employee has been made on a clear understanding that s/he has supplied all necessary information to enable the Society to judge his /her fitness for the job and that the information provided by the employee is true to the best of his/her knowledge and belief. Should it be found later that the employee has given wrong/insufficient information or misrepresented the facts; the services of the employee would be terminated immediately.
4. The employee would report to _____ (Name of Reporting Officer with Designation).
5. The engagement is purely on contractual basis and it does not entitle the employee to any permanent employment in NELPS.
6. The employee will be on probation initially for 6(six) months. The period of probation can be extended for a further period of 3(three) months at the sole discretion of Society.

If, during the probation, the employee is found unsuitable for holding the post or he/ she has not completed the probation satisfactorily, the competent authority can terminate the services of the employee at any time without any notice what so ever.
7. The employment with NELPS may be terminated by the society or by the competent authority or by the concerned employee through a written notice as follows:

- By giving 3(three) months notice from either side or by making payment 3(three) months salary (gross) in lieu of Notice period.
 - In case of termination during the probation period, by giving 7 (seven) days notice by the employer and by giving one month notice or by making payment of one month's salary (gross) in lieu of notice period by the employee.
 - If the service of the employee is not found satisfactory, the engagement can be terminated at any point of time without any notice and assigning any reason. In such cases, no compensation will be payable.
8. The position offered to the employee is on contract extending not more than 3 (three) years from..... (the date of appointment) to The Society may also terminate this agreement in the event of 30 days or more continuous absence from duty without any intimation to office.
- 9 That the Society, during the continuance of the service of the employee would pay as remuneration a sum of Rs..... per month. The provision of increment and other allowances if allowed by the EC, NELPS will be applicable. Apart from the remuneration, the employee would be entitled TA/DA allowances as per the Rules and Guidelines made by the Society from time to time.
10. The employee will not be entitled to get his /her salary if s/he willfully neglects or refuses or from any other cause be unable to perform any of the duties entrusted to him/ her under this agreement. The Society may suspend employee's salary by giving sufficient reason at such neglect, negligence or inability as aforesaid and may further terminate the engagement of the concerned employee.
11. The employee would be entitled to a total of 38 days of leave annually, in addition to one day weekly off on Sunday. The breakup of the leave is as follows:
- Casual Leave : 8 days per annum.
 - Earned Leave: 30 days per annum.

The employee would also be entitled to National Holidays, and other festival holidays as per provision made by Government of India.

12. The employee would not be entitled to any other benefits except those mentioned above, and others, if any, as per HR Policy of the Society.
13. The employee could be transferred to any of the Project Districts of the Society as and when necessary keeping in view the nature of work assigned to him and in the best interests of the Society.
14. Apart from work in office, the employee can be called upon to perform field duties as and when required by the Society.
15. The employee would not be allowed to take up any part time/ full time employment or assignments elsewhere or do any business during the period of the contract with the Society. If

the employee engages herself/himself in such employment, this contract will be automatically terminated.

16. While in contract with the Society or at any time thereafter, the employee shall not divulge any information or knowledge gained and acquired by her/him during the period of contract which could be detrimental to the interest of the Society.
17. The title rights, copyrights and all other rights of whatsoever nature in any material produced by the Society during the period of this contract shall be vested exclusively in the Society, unless otherwise vested in Government by virtue of project document etc.
18. During the period of contract, the employee shall not stand for election as Member of a Municipal Committee, Municipal Corporation, District Board, Panchayat or any other legislative body.
19. The employee would conduct herself/himself at all time with full regard for the purposes and principles of the Society and in a manner befitting her/his relationship with the Society under the contract. The employee will avoid any action and in particular any kind of public announcement which may adversely reflect on that relationship, or on integrity, independence and impartiality which are required by the relationship. The employee will not accept any favour, gift or remuneration from any source external to the Society.
20. Notwithstanding anything contained hereinbefore, the rules, regulations, bye-laws, instructions, conditions, lawful orders, etc. as and when framed and issued by the Society relating to the conditions of service and additions, amendments, modifications, alternations, etc. made in the said conditions of service from time to time shall apply to the employee irrespective of whether these matters are provided for herein or not.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

Signature of the Employee

(Authorised Representative)

Witnesses:

1.

2.

Guiding Questions for Exit Interview

- Why have you decided to leave the NELPS?
- Was a single event responsible for your decision to leave?
- Have you shared your concerns with anyone in the NELPS prior to deciding to leave?
- What does your new offer that encouraged you to accept their offer and leave NELPS?
- What did you like most about your job?
- What did you dislike about your job? What would you change about your job?
- Did you have clear goals and know what was expected of you in your job?
- Were your job responsibilities characterized correctly during the orientation?
- Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?
- Did you receive adequate feedback about your performance day-to-day and in the performance development planning process?
- The quality of supervision is important to most people at work. How was your relationship with your reporting officer?
- What could your supervisor do to improve his or her management style and skill?
- What are your views about management and leadership, in general, in the NELPS?
- Did you clearly understand and feel a part of the accomplishment of the NELPS mission and goals?
- What do you value about the NELPS?
- What did you dislike about the NELPS?
- We try to be an employee-oriented NELPS in which employees experience positive morale and motivation. What is your experience of employee morale and motivation in the NELPS?
- Did the management of the NELPS care about and help you accomplish your personal and professional development and career goals?
- What would you recommend to help us create a better workplace?
- Do the policies and procedures of the help to create a well-managed, consistent, and fair workplace in which expectations are clearly defined?
- What are the key qualities and skills we should seek in your replacement?
- Do you have any recommendations regarding our compensation, benefits and other reward and recognition efforts?

- What would make you consider working for this NELPS again in the future? Would you recommend the NELPS as a good place to work to your friends and family?
- Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, and what we can do to become a better Organisation?
- If we could change some things to get you back, what would they be?

JOB DESCRIPTION OF RPMU STAFF**1) Project Manager, Livelihood and Rural marketing****Eligibility and Qualifications**

- For those serving in Central Government/State Government/PSUs/Autonomous Bodies requisite experience will be judged.
- Should have post graduate degree from a recognized university/institution in social work / sociology / agriculture economics / rural development / management / agri-business or related fields, PG diploma in any of the above fields.
- Knowledge of national agri-commodity markets will be an added qualification.

Experience

- Experience of working in the field of rural marketing and promotion income generating activities for five years is essential. Preference to those who have worked for projects funded by World Bank or any other multi-lateral or bi-lateral agency involving rigorous project preparation and management.
- Experience in designing community based income generating empowering projects will be highly rated.
- For those serving in Central Government/State Government/ PSUs/Autonomous Bodies, experience in rural development, agriculture marketing, watershed development or related schemes and projects and organizing the poor through collective action is essential. Such experience will be highly preferred.

Other essentials

- Has to compulsorily frequently travel to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor, lateral communication with them, sensitivity towards cultural differences and gender.
- Willingness to accept minimum tenure of three years
- Basic computer skills (MS office and e-mail usage)
- Analytical skills on issues of community mobilization, natural resource management and gender.

Job chart

- The livelihood and market specialist will be responsible for assisting the Project Director and district teams in designing sectoral plans for the development of agriculture, horticulture, forestry based and other non-farm based livelihoods in which the poor can participate.
- Identify the major sources of existing and potential livelihoods (and the specific commodities/products) in which the rural population in the selected states are involved .in large numbers, and categorize these according to geographical/ecological clusters.
- Identify 3 to 5 major sub-sectors / commodities in each selected state, where there is potential for growth and in which the project should intervene. Map the existing value

chain, in terms of economic returns at each stage, from the rural household to the final consumer, for these chosen sub-sectors/ commodities in each of the selected states.

- Identify the institutional obstacles, social processes, vulnerabilities and risks impeding the poor from benefiting adequately from the existing livelihood systems in these sub-sectors.
- Also identify the infrastructure availability and institutional arrangements for input supply and output marketing for the sub-sectoral activities.
- Identify the critical intervention points in the value chain that needs to be invested in for gaining more income for the poor from the sectors.
- Identify major players within and outside the region in the identified sub-sectors who could contribute to the development of the sub-sector in terms of technology, markets, finance and other inputs and explore possibilities of partnership with such players.
- Estimate the unit cost of these critical intervention points in the chosen sub-sectors / commodities, so as to enable investment planning within the proposed project

2) **Project Manager, Social Gender and Community Mobilisation**

Educational qualifications:

- For those serving in Central Government/State Government/PSUs/Autonomous Bodies requisite experience will be judged.
- Should have post graduate degree from a recognized university/institution in social work / sociology / agriculture economics / rural development or related fields, PG diploma in any of the above fields.

Experience

- Experience of working at a supervisory level in rural development field for at least three years and five years at implementing level involving community mobilizations of the poorest. Experience in rural development schemes implemented by the State Governments will be highly desirable. Preference to those who have worked for projects funded by World Bank or any other multi-lateral or bi-lateral agency involving rigorous project preparation and management.
- Experience in designing community based income generating empowering projects will be highly rated.
- For those serving in Central Government/State Government/ PSUs/Autonomous Bodies experience in rural development, agriculture marketing, watershed development or related schemes and projects and organizing the poor through collective action is essential.

Other essentials

- Has to compulsorily frequently travel to the project areas which are rural and remote and be willing for night stays.
- Ability to empathise with the rural poor, lateral communication with them, sensitivity towards cultural differences and gender.
- Willingness to accept minimum tenure of three years
- Basic computer skills (MS office and e-mail usage)
- Analytical skills on issues of community mobilization, natural resource management and gender.

Job Responsibilities:

- Design the project to focus on participatory and inclusive strategies for the poor.
- Institutional design for capacity building requirements of the community.
- Focus on enhancing understanding about the ethnic identities of communities in the proposed project area and to sensitize the entire project design team on these issues in a manner that appropriate project design is facilitated.
- Keeping in mind the range of development experiences that exist in States, study each of these experiences in detail for the mechanisms used for community mobilization, institutional development, capacity building, training, extension and communication towards drawing key lessons that could help incorporate learning into the design of the proposed project.
- To ensure that the analysis emerging from the Social Assessment exercise including the application of World Bank Social Safeguard policies on Involuntary Resettlement and Indigenous Peoples is used to appropriately design mitigation measures.
- Formulate community mobilization and gender strategies for involvement of women, marginalized and vulnerable groups more fully in the development processes that affect their livelihood & their lives.
- Facilitate training in areas related to social, gender development and community mobilization.
- To ensure effective Community Mobilization in the Project area.
- Guiding Project Facilitating Team (PFT)/NGOs in Community Institution Building.
- Designing of capacity building programmes for the community.
- Overseeing monitoring of project performances in terms of social issues.
- Guiding, assisting and monitoring the Project Facilitating Team (PFT)/NGOs for their active involvement in the project activities and ensure efficient service delivery.

3) Project Manager, Monitoring and Evaluation

Eligibility and Qualification:

- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged.
- Should have Post Graduate degree from a recognized University in Economics/Statistics/Agricultural Economics.
- Should have at least five years experience in Monitoring and Evaluation activities including project management, project monitoring and evaluation or relevant connected fields. Experience in designing and implementing management of information system will be an added advantage.
- Should have training and/or experience in MIS office applications (such as MS word, Excel, Access and MIS systems) including statistical tools, such as, Minitab, SPSS or any other statistical software applications.
- Ability to coordinate with staff or other disciplines and proven capacity to organize trainings on M&E/MIS
- Proven ability to conceptualize, analyze and prepare action plan, as well as writing reports.

Other essentials:

- Has to compulsorily frequently travel to the project areas which are rural and remote and be willing for night stays
- Willingness to accept minimum tenure of three years
- Good communication, analytical and training skills.
- Should be able to work in a team
- Should have knowledge and empathy with rural community of the North East

Job Responsibilities:

- Implement the project monitoring and evaluation strategy and recommend changes based on analysis of data.
- Review the performance indicators and reports produced by M&E Consultant and suggest necessary changes.
- Reporting up-to-date physical and financial performance for each project component to the Project Director, NERLP.
- To maintain liaison with the key District staff and Project Facilitating Team engaged under the project and to take field visits to monitor project activities accordingly.
- To analyze reports of the M&E consultant vis-à-vis the project objectives, level of stakeholder participation, major shortcomings, problem areas so as to facilitate PD in steering the project to meet its developmental objectives.
- Monitor the deliverables of the M&E Consultants, as per the Contract Agreement.
- Prepare periodic reports on the activities, schedule and financial status of all project components in a standard reporting format as required by Govt. and World Bank.
- Propose ways in which monitoring and evaluation findings will be fed back into decision making.
- Provide technical support to the RPIU to ensure that data collection from the field and analysis have been standardized for performance monitoring.
- Organize and supervise the training programmes for the Officers/Staff/representatives and NGO under the project to ensure efficient data collection, data entry data validation including updating and transmission of data from District level to Regional level against each participating departments/agencies.
- Provide necessary support in designing and implementation of the MIS system to be developed by the RPIU/M&E consultant.
- Assume primary responsibility for the development, adaptation, testing, integration, user satisfaction and responsiveness of the MIS operation.
- To advice the MIS team under M&E programme for processing of the data at Central MIS system of RPIU.
- Work with M&E consultant to ensure consistency and compatibility of information formats, to assist collection and dissemination of data within and outside the project.
- Oversee and assist in the development, implementation of the MIS system and training for developing the MIS database for the project.
- Assist in improving communication and information sharing between different stakeholders.

4) Project Manager, NRM and Environment

Eligibility and Qualification:

- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies, requisite experience in the field of NRM & E in NE region will be judged.
- Should have Post Graduate degree from a recognized University in Agricultural Science/ natural resource management / forestry/related subjects or equivalent
- Should have at least three years experience in application of PRA tools for participatory NRM planning and Environmental Management.
- Good grasp over customary laws related to NRM issues of tribal communities of North East Region.
- Proven ability to conceptualize, analyze and prepare action plan, as well as writing reports.
- Good communication, analytical and training skills.

Other essentials:

- Frequent and extensive travel to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor.
- Willingness to accept minimum tenure of three years
- Basic computer skills (MS office and e-mail usage)
- Analytical skills on issues of natural resource management.
- Capable to work individually or as a part of team.

Job Responsibilities:

- Implement the environmental management framework/plan related to project activities.
- To maintain liaison with the key District staff and Project Facilitating Team engaged under the project and to take field visits to appraise about the environmental issues.
- To formulate and implement strategic long-term planning for addressing sustainable natural resource management and benefit sharing mechanism.
- Provide technical support and guidance in issues relating to optimized NRM to ensure the establishment of sustainable livelihood options.
- Organize and supervise the training programmes for the Officers/Staff/representatives and Project Facilitating Teams under the project on environmental issues and Natural Resource Management.
- To assess the impact of project intervention on long term dynamics of natural resources.
- Analyse how the policy, regulatory and institutional framework for environment and NRM can affect the project objectives and delivery.
- To adapt customary laws related to NRM issues of tribal communities of NE Region with the Project objectives.
- Formulate guidelines on implementing NRM strategies [Traditional and community based, Govt and institution based.]

- Implement the strategies that support in preserving the existing useful traditional knowledge in the areas of Natural Resources and Biodiversity.

5) **Project Manager, Microfinance**

Eligibility and Qualification:

- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience in the field and NE region will be judged.
- Should have Post Graduate degree from a recognized University / Institutions in Economics/Commerce/Agril Economics and related fields.
- Minimum of five years experience in micro finance or in related fields.

Other Essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor, lateral communication with them.
- Expertise in computer skills.
- Capable of working individually or as a part of team.
- Good communication, analytical and training skills.
- Ability to organize training programmes for strengthening and capacity building of SHGs
- Willingness to accept a minimum tenure of three years.

Job Responsibilities:

- Strengthening Capacity of SHGs particularly in the areas of Financial Management including Book Keeping and Financial Decision making;
- Grading & Rating SHGs with constant follow up actions to improve their standard to meet the requirements of formal Financial Institutions
- Establishing Micro Finance Linkage between SHGs and formal Financial Institutions;
- Capacity Building Training to NGOs/SHGs to manage internal saving and external credit including basic institutional management of SHGs;
- Enhancing Capability of NGO/SHGs/Members in micro business enterprise;
- Coordination among financial institutions, NGOs, SHGs, in organizing various training and exposure programmes.

6) **Project Manager – Administration**

Eligibility and Qualifications

- University degree in any discipline or equivalent from a recognized University.
- Minimum of 5 to 6 years experience in Administration of an organization or related work.
- For those serving in Central Government/State Government/ PSUs/Autonomous Bodies requisite experience will be judged. Serving or retired persons at the level of Section Officer / Under Secretary in Central or State Government are encouraged to apply.

- Direct experience with Office Administration, human resource management and organizing events is mandatory.
- Direct experience with Office Procurement Management is mandatory.
- Willingness to accept minimum tenure of three years.
- Basic computer skills (MS office and e-mail usage)

Job Responsibilities

- Oversee administration procedures and processes for assigned areas of human resource, general administration and budgeting.
- Space management; lease management and facilities engineering; mail service; Tele Communications; occupational health and safety; security; office supply management; and repository management of all files and official documents.
- Guide the Project and advise the management of all its organizational and service challenges.
- Preparing procurement plan and making necessary arrangement for procurement as per the Project requirements as per the World bank norms.
- Coordinate and supervise all General Service and Support Staff and as such, is responsible for their performance management, and all other supervisory functions.

7) Project Manager(Finance and Accounts)

Eligibility and Qualifications

- Degree in Commerce with specialization in Accounts/Finance and at least 5 years experience of working in the rank of Accounts officer/Section Officer in Government.
- Preference will be given to those having experience in working World Bank Projects.
- Willingness to accept minimum tenure of three years
- The candidate should be proficient in English.
- Basic computer skills (MS office and e-mail usage)

Job Responsibilities

- Preparing accounts
- Managing payroll
- Contributing to the development and maintenance of financial systems and processes
- Providing advice and information to the Project Director
- Controlling budgets
- Ensuring all financial regulations is adhered to.

8) Project Manager –Procurement

Eligibility and Qualifications

- Post Graduate in Commerce/ MBA (Finance) or equivalent from a recognized University.

- Minimum of 5 experiences in procurement processes in national organization.
- For those serving in Central Government/State Government/ PSUs/Autonomous Bodies requisite experience will be judged.
- Experience in World Bank and other donors procurement processes is considered as an advantage
- Willingness to accept minimum tenure of three years.
- Possess knowledge and experience of ICT based office tools and applications (word processing, spreadsheets, databases, power point)

Job Responsibilities

- Responsible for all aspects related to procurement activities as a whole as per the project requirement.
- Preparing procurement plan every year and procurement support for procurement as per the Project requirements.
- Guide the Project and advise the management of all its organizational and service challenges.
- Train District and PFT staff on procurement processes.

9) Assistant Project Manager, Human Resource

Eligibility and Qualification:

- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged.
- Should have Post Graduate degree from a recognized University / Institutions in Sociology / Economics / Rural Development /Agriculture Economics and related fields.
- Minimum 3 years experience of organizing and imparting training programmes related to HR.

Other essentials:

- Willingness to travel frequently & extensively
- Willingness to accept minimum tenure of three years
- Good communication skills
- Basic computer skills (MS office and e-mail usage)

Job Responsibilities:

- Assist the PM(A&P) in implementation of HR policy.
- Assist in the recruitment process.
- Assist in maintaining good interpersonal relations among employees, and in redressal of grievances
- Assist in Assessment of Training need of the Officers & staff.
- Provide assistance in organizing meetings, conferences, tours and field visits.

10) Assistant Project Manager, Livelihood and Rural Marketing

Eligibility and Qualification:

- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged.
- Should have post graduate degree from a recognized university/institution in social work / sociology / agriculture economics / rural development / management / agri-business or related fields, PG diploma in any of the above fields.
- Knowledge on National Agricultural Commodity market will be an added qualification.
- Experience of working in the field of rural marketing and promotion of income generating activities for 3 years is essential. Preference will be given to those having experience in rigorous project preparation and management in an externally aided project.
- Experience in designing community based income generating empowering projects will be highly rated.

Other essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote. Has to be prepared for frequent night halts in field.
- Ability to empathize with the rural poor & have lateral communication with them.
- Basic Computer skills
- Willingness to accept a minimum tenure of three years

Job Responsibilities:

- S/he is responsible for assisting the Project Manager in designing sectoral plans for the development of Agriculture, Horticulture/ Forestry based and other non –farm based livelihood activities in which the poor can participate.
- Assist the Project Manager in conducting internal management reviews and assist the management in making such decisions that would accelerate the pace of implementation of project and enhance the development impact.
- Establish and coordinate collaborate linkages with appropriate agencies, institutions and organizations in regard to marketing.
- Liaise with various public and private sector industries to build and develop enterprise in the project areas.
- To identify the major sources of existing and potential livelihood in which the rural population in the selected states are involved in large numbers and categorize these according to geographical / ecological clusters
- To identify major sub sectors/ commodities in each cluster of villages of the District where there is potential for growth and in which the project should intervene.
- To identify institutional obstacles, social processes, vulnerabilities and risk impeding the poor from benefiting adequately from the existing livelihood system in the sub sectors
- To identify infrastructure availability and institutional arrangement for input supply and output marketing for the sub sectoral activities.
- To identify critical intervention points in the value chain that need to be invested in for gaining more income for the poor from the sectors.

11) Assistant Project Manager, Skill Development, Training and placement

Eligibility and Qualification :

- Post graduate degree from a recognized university/institution in Sociology/ Economics/Rural Development/Agricultural Economics or related fields with computer skills and at least 3 years experience in related field.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged
- Should have 3 years experience in skill development and training

Other Essentials:

- Good communication skills
- Willingness to accept minimum tenure of three years
- Willingness to travel frequently & extensively
- Basic computer skills (MS office and e-mail usage)

Job Responsibilities:

- Liaison with different training institutions for skill development/upgradation of Youth.
- Facilitate linkages with private training institutions for placements
- Should assist Community Livelihood Group / SHG / Youth Groups in identifying their training needs for skill development & up gradation and developing training module and training aids
- Any other task assigned by PD that would contribute to the realization of project objective.

12) Assistant Project Manager, Social Gender and Community Mobilisation

Eligibility and Qualifications:

- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged.
- Post graduate degree from a recognized university/institution in Sociology/Social Work/Economics/Rural Development/Agricultural Economics or related fields
- Experience in designing community based income generating empowering projects will be highly rated.
- Should have at least three years experience in related fields

Other essentials:

- Empathy with rural poor and vulnerable section of the community and sensitivity towards cultural differences and gender.
- Comprehensive & analytical ability on issues of social development and gender.
- Willingness to accept minimum tenure of three years
- Willingness to travel frequently & extensively.
- Basic computer skills (MS office and e-mail usage)

Job Responsibilities:

- Ensure gender responsive implementation of Project and facilitate to include women, marginalized and vulnerable groups more fully in the development processes that affect their livelihood & their lives.
- To ensure effective Community Mobilization in the Project area.
- Guiding and assisting Project Facilitating Team (PFT)/NGOs in Community Institution Building.
- Assist the Project in designing and implementation of the project to focus on participatory and inclusive strategies for the poor.
- Assist the Project Manager/Project in design of Capacity Building Programmes/Training for the community Institutions.
- Assisting Project Implementation process so that it is consistent with World Bank Social Safeguard Policies.
- Overseeing monitoring of project performances in terms of social issues.
- Guiding, assisting and monitoring the Project Facilitating Team (PFT) to ensure efficient service delivery.

13) Assistant Project Manager, Communication

Eligibility and Qualification:

- Should have post graduate degree from a recognized University/institution (Preference will be given to candidate with PG degree in Mass Communication/Journalism)
- For those serving in Central Government/State Government/PSUs/Autonomous Bodies requisite experience will be judged.
- Should have at least three years experience in related fields.

Other essentials:

- Has to compulsorily travel to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor, lateral communication with.
- Willingness to accept minimum tenure of three years
- Proficiency in computer applications.

Job Responsibilities:

- Plan to implement and monitor all aspects of Development Communication and Corporate Communication needs of the Project;
- To disseminate information relating to the project with the active participation of the stakeholders.
- Organize production and coordinate application of suitable communication materials for awareness generation and technology dissemination.
- Organize orientation and communication skill training workshops.
- To obtain information like literature, thematic films, documentaries, posters and other communication software and contextualize such material to the Project and ensure their widespread dissemination across the project areas.

- Establish a resource centre of audio-visual, print and electronic media and communication material at the RPMU.
- Produce a quarterly project newsletter with focus on documentation and dissemination of Project activities, process and progress.
- Coordinate production of Audio-Visual documentaries and other documentation activities of the Project activities and impact.
- Establish and coordinate the communication network across different units of the Project through modern information technology for efficient and effective real time dissemination of information.
- Prepare and write speeches, media press releases, brochures, advertisements, reports, articles, newsletters and websites
- Identify and train staff to provide written/ visual communication material.
- Coordinate the activities of developing an interactive Website for the Project on the Internet.
- Handling enquiries arising from Websites information.
- Perform the functions of a Public Relations Officer of NERLP.
- Any other task assigned by PD/APO that would contribute to the realization of Project objectives.

14) Assistant Project Manager, Microfinance

Eligibility and Qualification:

- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience in the field and NE region will be judged.
- Should have Post Graduate degree from a recognized University / Institutions in Economics/Commerce/Agril Economics and related fields.
- PG diploma in any of the above field.
- Minimum of three years experience in Micro finance or in related fields

Other Essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor, lateral communication with them.
- Expertise in computer skills.
- Good Communication skills
- Ability to organize training programmes for strengthening and capacity building of SHGs.

Job Responsibilities:

- Assist the Project Manager in capacity building of SHGs and all other matters relating to the strengthening of SHGs through microfinance;
- Strengthening Capacity of SHGs particularly in the areas of Financial Management including Book Keeping and Financial Decision making;
- Grading & Rating SHGs with constant follow up actions to improve their standard to meet the requirements of formal Financial Institutions
- Establishing Micro Finance Linkage between SHGs and formal Financial Institutions;

- Capacity Building Training to NGOs/SHGs to manage internal saving and external credit including basic institutional management of SHGs;
- Enhancing Capability of NGO/SHGs/Members in micro business enterprise;
- Coordination among Financial Institutions, NGOs, SHGs in organizing various training and exposure Programme;

15) Assistant Project Manager, NRM and Environment.

Eligibility and qualification:

- Should have Post Graduate degree from a recognized University in Agricultural Science/ natural resource management / forestry/related subjects or equivalent.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies, requisite experience in the field of NRM & E in NE region will be judged.
- Should have at least three years experience in application of PRA tools for participatory NRM planning and Environmental Management.
- Good grasp over customary laws related to NRM issues of tribal communities of North East Region.
- Proven ability to conceptualize, analyze and prepare action plan, as well as writing reports.
- Good communication, analytical and training skills.

Other essentials:

- Frequent and extensive travel to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor.
- Willingness to accept minimum tenure of three years
- Basic computer skills (MS office and e-mail usage)
- Analytical skills on issues of natural resource management.

Job Responsibilities:

- To assist the Project Manager in implementing the environmental management framework/plan related to project activities.
- Assessing status of natural resources and demands on such resources .
- Assessing issues in natural resource use and management .
- Identify potential bio-resources which can be harnessed/cultivated/introduced into agro-forestry, plantation, fallow areas for addressing the issue of product diversification,
- Identify and assess Traditional technologies/ practices/ knowledge systems (and practitioners) which can be tapped and strengthened after suitable modifications for improving existing production systems and thus, the food and economic security among communities,
- Identify assess and document and adopt community innovations/initiatives appropriate in project villages as relevant interventions for management on natural resources and upgrading levels of existing livelihood.

16) Assistant Manager, Finance & Accounts

Eligibility and Qualification :

- Post Graduate Degree in Commerce with specialization in Accountancy / Finance.
- He/She should have at least three years experience of working in the rank of Finance and Accounts Officer/Junior Accounts Officer in Government/Project.
- Preference will be given to those having experience in handling externally aided projects. The candidate should be conversant with accounting package (Tally).

Other essentials:

- Candidates should be proficient in English.
- Good command over basic Computer Skills (MS Office and e-mail usage).
- Frequent and extensive travel to the project areas which are rural and remote and be willing for night stays.
- Willingness to accept minimum tenure of three years

Job Chart :

- Ensure timely submission of accounts by District Project Management Unit and compilation thereof.
- Inspect the district level accounts periodically and suggest suitable actions.
- Ensure that all financial regulations are adhered to at District Project Management Unit.
- Assist in internal control mechanism at District Project Management Unit.
- Monitor the maintenance of stores and fixed assets register.
- Ensure timely completion of statutory, internal and review audit.
- Compilation of audit reports and regularization of the objections thereof.

17) Accounts Clerk

Eligibility and Qualification :

- Graduate in Commerce.
- Must have at least three years work experience in related field.
- Preference will be given to those having experience in handling externally aided projects. The candidate should be conversant with accounting package (Tally).

Other essentials:

- Candidates should be proficient in basic Computer Skills.
- Candidates should be proficient in English.
- Willingness to accept minimum tenure of three years

Job Responsibilities :

- Preparing & maintaining accounts.

- Preparing & maintaining payroll.
- Assist the Manager (F&A) in strictly adhering to financial regulations.

18) Office Assistant

Eligibility and Qualification:

- Graduate in any discipline with computer skills.
- At least 3 years experience as Secretarial Assistant

Other essentials:

- Knowledge and experience related works will get due advantage.
- Candidates should be proficient in English
- Willingness to accept minimum tenure of three years

Job Responsibilities:

- To assist the Project Manager(A&P)
- To extend help in organizing tour & field visits.
- To assist in preparation of reports
- To maintain files , records and office registers

19) Personal Assistant to PD

Eligibility and Qualification:

- Graduate in any discipline.
- At least 3 years working experience as Personal Assistant in a reputed Organisation.

Other essentials:

- Candidates should have good command in English
- Knowledge in stenography would be an added advantage.
- Must have good working knowledge on computers

Job Responsibilities:

- To assist the Project Director in day to day activities of Office.
- Maintaining PD's work schedule
- Attending and responding to all Official calls of Project Director
- Fixation of any kind of appointment for/by Project Director
- To facilitate in the file movement process(from staff's desk to PD and vice versa)
- Any other task assigned by the Project Director that would contribute to the realization of Project objectives.

20) M & E Assistant

Eligibility and Qualification:

- Graduation with “O” level course of computer/ Advanced course in computer application from Govt. recognised institute.
- Possess knowledge and experience of ICT based office tools and applications (word processing, spreadsheets, databases, PowerPoint)

Other essentials:

- Must have work experience of minimum 3 years in the related field.
- Willing to accept minimum tenure of three (3) years
- Professional experience of working in similar project (s) is desirable
- Candidates should be proficient in English.

Job Responsibilities:

- To assist the Project Manager(M&E) in implementation MIS
- To organize field visits/ undertake field visit as per the requirement of the project.
- To assist in preparation of periodic reports.
- Provide technical support to DPMU/ PFT for timely submission of data.
- Any other work that may be assigned by other Project Managers.

21) Driver

Eligibility and Qualification

- Should be a Class X passed from any board.
- Having a valid Driving license from Govt MVI department.
- Having experience of driving 4 wheeled vehicle for 4-5 years in hilly terrains.
- Should be energetic with a pleasant personality.

22) Office Attendant

Eligibility and Qualification

- Should be a Class VIII passed from any board.
- Should have a good character and ability to carry out orders of the superiors.
- Should be energetic with a pleasant personality.

JOB DESCRIPTION OF DPMU STAFF

1. District Project manager

a. Eligibility and Qualification:

- Should have Post Graduate degree from a recognized University / Institutions/ in Social Work / Sociology /Economics/ Agricultural Economics / Rural Development or related fields.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience in NE region will be judged.
- Minimum of five years experience in Rural Development or in related fields.

Other essentials:

- Empathy with tribal communities and weaker sections.
- Willingness to travel extensively in rural areas and stay in remote villages.
- Ability to interact easily with Rural Communities.
- Adequate Computer skills and proficient in English.
- Should know local dialect of the respective States.
- Willingness to accept a minimum tenure of three years.

Job Responsibilities:

- The Project Manager will have to play a critical role in building a 'Team' of those associated with project implementation.
- To plan and administer administrative support programmes.
- To ensure that administrative records (correspondence, inventory etc) in offices are well organized, maintained and updated.
- To coordinate and supervise all General Service and Support Staff. As such, he/she will be responsible for their performance management and all other supervisory functions.
- To recommend and implement best practice methodology to accomplish project administration and overall goals.
- To handle travel and accommodation arrangements for NERLP officials on tours.
- To review Project Management Cost budgets and recommend improvements and adjustments.
- To organize meetings, seminars, workshops and other official events.
- To develop appropriate communications procedures to ensure that all members of staff are informed regarding the policies and directions of Project.
- To liaison with PFT and review performance.
- To liaison with project communities to ensure conformity with project objectives and approach.
- Assisting / guiding communities in development of Village livelihood plans.
- Monitoring and supervision of project activities.
- Preparation of Annual Action Plan and Budget
- Provide periodic written reports on administrative matters to the Administration & Procurement Officer.
- Any other task assigned by the Project Director that would contribute to the realization of Project objectives.

2. Coordinator, Livelihood and Rural Marketing

Educational Qualification:

- Should have **Post Graduate** degree from a recognized University / Institutions in Agricultural Economics / Rural Development/ Management / Agriculture Business or related discipline.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged
- Knowledge on National Agricultural Commodity market will be an added qualification.
- Experience of working in the field of rural marketing and promotion of income generating activities for **3 years is essential.** Preference will be given to those having experience in rigorous project preparation and management in an externally aided project.
- Experience in designing community based income generating empowering projects will be highly rated.

Other essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote. Has to be prepared for frequent night halts in field.
- Ability to empathize with the rural poor & have lateral communication with them.
- Sensitivity towards cultural differences
- Basic Computer skills
- Should know local dialect of the respective States.
- Willingness to accept a minimum tenure of three years

Job Responsibilities:

- Livelihood and Market Coordinator will be responsible for assisting the District team in designing sectoral plans for the development of Agriculture, Horticulture/ Forestry based and other non –farm based livelihood activities in which the poor can participate. A regular report & feedback in this regard will have to be submitted to PM (L &RM)
- To identify the major sources of existing and potential livelihood in which the rural population in the selected states are involved in large numbers and categorize these according to geographical / ecological clusters
- To identify major sub sectors/ commodities in each cluster of villages of the District where there is potential for growth and in which the project should intervene.
- To identify institutional obstacles, social processes, vulnerabilities and risk impeding the poor from benefiting adequately from the existing livelihood system in the sub sectors
- To identify infrastructure availability and institutional arrangement for input supply and output marketing for the sub sectoral activities.
- To identify critical intervention points in the value chain that need to be invested in for gaining more income for the poor from the sectors.
- To identify major players within and outside the region in the identified sub sectors who could contribute to the development of sub sectors in terms of technology, markets , finance and other inputs and explore possibilities of partnership with such players

- To estimate the unit cost of the critical intervention points in the chosen sub sectors/ commodities so as to enable investment planning within the proposed project.
- Any other task assigned by District Project Manager that would contribute to the realization of project objectives.

3. Coordinator, Social Gender and Community Mobilization

Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University / Institutions/ Social Work / Sociology / Economics / Rural Development or related fields.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged.

Experience:

- Experience of working in the field of rural development and community mobilization, community institution building and gender sensitization for at **least 3 years.**
- Preference will be given to those who have worked for externally aided projects involving rigorous project preparation and management
- Experience in rural development schemes/ state Govt schemes will be highly desirable.

Other essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote and be willing for night stays
- Ability to empathize with the rural poor and lateral communication with them
- Sensitivity towards cultural differences and gender
- Must possess basic computer skills in addition to analytical skills on issues of community mobilization and gender.
- Should know local dialect of the respective States.
- Capable of working individually and as a part of team.
- Willingness to accept a minimum tenure of three years

Job Responsibilities:

- Design the project to focus on participatory and inclusive strategies for the poor and address capacity building requirement of the community
- Focus on enhancing understanding about the ethnic identities of communities in the project areas and sensitize the entire project design team on these issues so that appropriate project design is facilitated.
- Liaison with PFT and other agencies
- Assist PFT and communities in building institutions with appropriate framework.
- Facilitate linkage of CLGs/ SHGs with financial Institutions
- Should assist CLG / SHG / YGs / PFT in identifying their training needs, developing training schedule and training aids
- Guiding PFT for community institution building
- Interact with Women in communities to gain better understanding of women in community development and decision making process.

- Develop a participatory monitoring machinery.
- Any other task assigned by DPM that would contribute to the realization of project objectives.

4. Coordinator, Monitoring and Evaluation

Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University / Institutions in Statistics/ Agri Statistics/ Economics / Agricultural Economics or related fields.
- For those serving in Central Govt / State Govt / PSUs / Autonomous Bodies requisite experience will be judged
- Experience of working for 3 years in the field of monitoring and evaluation in any externally aided project.
- Experience in the field of participatory monitoring is essential
- Experience of designing, managing and implementing multidisciplinary and results based M & E system is desirable.

Other essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote and be willing for night stays
- Ability to empathize with the rural poor & have lateral communication with them
- Apart from expertise in computer skills, he should have analytical skills on evaluation of project interventions
- Capable of working individually and as a part of team.
- Must have strong writing and public presentation skills
- Should have ability to analyze quantitative and qualitative data
- Should know local dialect of the respective States
- Willingness to accept a minimum tenure of three years

Job Responsibilities:

- Provide technical assistance ,guidance and training to facilitating teams of the project
- Conduct self assessment and building the capacity in the areas of monitoring and evaluation including development of indicators , data collection, analysis and interpretation of data
- Develop and integrate the M & E plan with performance monitoring indicators
- Collect information for overall project performance monitoring and reporting
- Implement M& E system that will track and monitor project progress
- Ensure that standardized M& E system operates efficiently throughout the project areas
- Routinely review and analyze project site monitoring data
- Provide periodic information for project management and reporting purposes
- Document results and “ lessons learned” to help improve and fine tune project implementation
- S/he will ensure that feedback is provided to all relevant stakeholder /partners

- Any other task assigned by DPM that would contribute to the realization of project objectives.

5. Coordinator, NRM and Environment

Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University in Agricultural Science/ natural resource management / forestry/related subjects or equivalent
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies, requisite experience in the field of NRM & E in NE region will be judged.
- Should have at least 3(three) years experience in application of PRA tools for participatory NRM planning and Environmental Management.
- Good grasp over customary laws related to NRM issues of tribal communities of North East Region.

Other essentials:

- Frequent and extensive travel to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor.
- Willingness to accept minimum tenure of three years
- Basic computer skills (MS office and e-mail usage)
- Analytical skills on issues of natural resource management.
- Capable to work individually or as a part of team.
- Proven ability to conceptualize, analyze and prepare action plan, as well as writing reports.
- Good communication, analytical and training skills
- Should know local dialect of the respective States

Job Responsibilities:

- Implement the environmental management framework/plan related to project activities.
- To maintain liaison with the Project Facilitating Team engaged under the project and to take field visits to appraise about the environmental issues.
- Provide technical support in issues relating to optimized NRM to ensure the establishment of sustainable livelihood options.
- Assist in Organizing the training programmes for the Officers/Staff/representatives and Project Facilitating Teams under the project on environmental issues and Natural Resource Management.
- To assess the impact of project intervention on long term dynamics of natural resources.
- To adapt customary laws related to NRM issues of tribal communities of NE Region with the Project objectives.
- Implement the strategies that support in preserving the existing useful traditional knowledge in the areas of Natural Resources and Biodiversity.
- Any other task assigned by DPM that would contribute to the realization of project objectives.

6. Coordinator, Microfinance

Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University / Institutions in Economics/Commerce/Agril Economics and related fields.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience in the field and NE region will be judged.
- Minimum of three years experience in Micro finance or in related fields

Other Essentials:

- Frequent and extensive travel to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor, lateral communication with them.
- Expertise in computer skills.
- Good Communication skills
- Ability to organize training programmes for strengthening and capacity building of SHGs.
- Should know local dialect of the respective States

Job Responsibilities:

- Capacity building of SHGs and all other matters relating to the strengthening of SHGs through microfinance;
- Strengthening Capacity of SHGs particularly in the areas of Financial Management including Book Keeping and Financial Decision making;
- Grading & Rating SHGs with constant follow up actions to improve their standard to meet the requirements of formal Financial Institutions
- Establishing Micro Finance Linkage between SHGs and formal Financial Institutions;
- Capacity Building Training to NGOs/SHGs to manage internal saving and external credit including basic institutional management of SHGs;
- Enhancing Capability of NGO/SHGs/Members in micro business enterprise;
- Coordination among Financial Institutions, NGOs, SHGs in organizing various training and exposure Programme;
- Any other task assigned by DPM that would contribute to the realization of project objectives.

(7) MIS Operator

Eligibility and Qualification:

- Graduation with "O" level course of computer/ Advanced course in computer application from Govt. recognised institute.
- Possess knowledge and experience of ICT based office tools and applications (word processing, spreadsheets, databases, PowerPoint)

Other essentials:

- Must have work experience of 3 years in the related field.
- Willing to accept minimum tenure of three (3) years
- Candidates should be proficient in English.

Job Responsibilities:

- To assist the District Project Manager in implementation MIS
- To organize field visits/ undertake field visit as per the requirement of the project.
- To assist in preparation of periodic reports.
- Professional experience of working in similar project (s) is desirable
- Provide technical support to PFT for timely submission of data.
- Any other work that may be assigned by the District Project Managers.

(8) Driver

Eligibility and Qualification

- Should be a Class X passed from any board
- Having a valid Driving license from Govt MVI department
- Having experience of driving 4 wheeled vehicle for 4-5 years in hilly terrains
- Should be energetic with a pleasant personality

(9) Office Attendant

Eligibility and Qualification

- Should be a Class VIII passed from any board
- Should have a good character and ability to carry out orders of the superiors.
- Should be energetic with a pleasant personality.

JOB DESCRIPTION OF PFT STAFF

1. Block Project Coordinator

Position Summary:

The Block Project Coordinator will be responsible for successful facilitation of the project at the block level. He/she has to facilitate, monitor and evaluate the activities of the NERLP at the block level. He/she has to maintain close liaison with the Block level Govt. Department/PRIs/Council in order to ensure convergence of Govt. Schemes with the project activities.

Eligibility and Qualification:

- Should have Graduate degree from a recognized University with minimum of three years experience in Rural Development or in related fields.

Other essentials:

- Empathy with tribal communities and weaker sections.
- Willingness to travel extensively in project areas and night stays in villages.
- Ability to interact easily with Rural Communities.
- Basic Computer Knowledge.

Location: The positions to be located in RD Blocks of project districts.

Job Responsibilities:

- The Block Project Coordinator will have to play a critical role in building a 'Team' of those associated with project facilitation.
- To impart capacity building and awareness programme for other PFT member as well as for community leaders/members. He/She will ensure quality and regular services of Community Service Provider (CSP).To organize meetings, seminars, workshops and other official events at the block level.
- Guiding the area coordinators in fulfilling their respective responsibilities.
- Assisting / guiding communities in development of livelihood plans and community development plan.
- To supervise and monitor activities/interventions of project villages on regular basis. Block Project Coordinator will be responsible to send regular feedback and/or progress report, monitoring formats of project activities to DPMU.
- To facilitate/guide the PFT Team in assessing ground need, conducting PRA exercises and to formulate strategies to suit the need of the people. To ensure that the core principles and strategy of the project is followed.

- To Map skill requirement of youth, arrangement for training and placement and maintenance of data bank thereof.
- Facilitation in developing value chain relationship of focused livelihood activities and development of agri-business and establishment of effective market and credit linkages at community level.
- To ensure proper maintenance of books of accounts and maintenance of transparency at ground level in all kind of financial transactions and decisions. He/she will be responsible for submission of request to DPMU for fund requirement of villages, collection of UCs from CBOs and submission of compiled UCs along with monthly SOE to DPMU.
- Any other task assigned by the DPMU/RPMU that would contribute to the realization of Project objectives.

2. Area Coordinator :

Eligibility and Qualification:

- Should have Bachelor Degree/Graduation from a recognized University / Institutions.

Experience

- Experience of working in the field of Promotion of rural livelihood, community mobilization, community institution building etc for at least 2 years.

Other essentials

- Has to compulsorily travel frequently and night stay to the project village.
- Ability to empathize with the rural poor and lateral communication with them.
- Must possess basic computer skills.

Job Responsibilities

- Ensure effective community mobilization in the project area.
- Identify and capacity building of the community service provider in the villages and ensure quality & regular services of them.
- Ensure that social and tribal development framework is followed in the project.
- Identify training needs of CDG / SHG /SHG Village Federation/ YGs and developing training schedule and imparting training.
- Facilitate SHGs and CDGs to prepare respective action Plans by doing actual need assessment and PRA exercises in villages.
- Facilitate linkage of SHGs /SHG Village Federation/CDG with financial Institutions/Govt Deptt/PRI/Village Council.
- Collection of data for MIS & M &E.
- To supervise and monitor activities/interventions of project villages under his/her area on regular basis. She/he will be responsible to send regular feedback and/or progress report, monitoring formats of project activities to PFT and will have to assist MIS assistant in compilation of it.
- Close coordination with DPM office for project implementation

- Mapping of skill requirement of youth in the area, assisting Block Coordinator in arrangement for training and placement and maintenance of data bank there of.
- Developing value chain relationship of focused livelihood activities and development of small scale business around value addition and assisting PO/PFT/DPMU in establishment of effective market linkages.
- Ensure proper maintenance of books of accounts and maintenance of transparency at ground level in all kind of financial transactions and decisions. He/she will be responsible for submission of request of fund requirement of villages to PFT, collection of UCs from CBOs of his area and will ensure regular submission of it to DPMU.
- Any other task assigned by Block Project Coordinator that would contribute to the realization of project objectives

3. Accountant

Eligibility and Qualification:

- Graduate in Commerce with basic Computer Skills (MS Office and e-mail usage)
- Must be conversant with accounting package (Tally) with at least 2 years experience.

Other essentials:

- Must possess basic computer skills (MS Office and e-mail usage)
- Good knowledge in English
- Willingness to accept minimum tenure of three years
- Should know local dialect of the respective States.

Job Responsibilities:

- Preparing Accounts.
- Preparing Bank Reconciliation.
- Collect the list of grants released by the DPMU to community institutions.
- Maintain year-wise register of grants released to community institutions.
- Monitoring that the fund released to community institutions are properly utilized and utilization certificates are submitted in time as per prescribed format.
- Help in maintenance of community book keeping.
- Timely submission of reports to the DPMU.
- To undertake field visit on 5 days a month
- Any other works assigned by the project authority.

4. MIS Assistant

Eligibility and Qualification:

- Should have at least a Graduate Degree from a recognized university
- Must have thorough knowledge of computer applications (MS Office including Web and E-mail usage)

Other essentials:

- Knowledge and experience in project related works will get due advantage.
- Willingness to accept minimum tenure of three years.

Job Responsibilities:

- He/she will be responsible for data collection, data entry, data management, and the dissemination of the same and will report to the DPMU.
- Assist in achieving the project objectives with the MIS
- He/she will ensure that feedback is provided to all relevant stakeholder /partners
- Any other task assigned by Block Project Coordinator.

5. Office Assistant

Eligibility and Qualification:

- Graduate in any discipline with computer skills.

Other essentials:

- Knowledge and experience in project related works will get due advantage.
- Willingness to accept minimum tenure of three years.

Job Responsibilities:

- To assist the Block Project Coordinator.
- To extend help in organizing tour & field visits.
- To assist in preparation of reports.
- To maintain files , records and office registers
- Any other works assigned by the Block Project Coordinator/project authority.
